



Event Acknowledgment & Venue Rules Confirmation

Event Information

Event Name: _____ Event Date: _____
Final Guest Count: Underage: _____ 21 and over: _____

ACKNOWLEDGMENT OF VENUE RULES

By initialing and signing below, Client acknowledges that they have received, read, and agree to comply with all policies and guidelines set forth by Mac-O-Chee Castle Wedding & Event Venue in both the Rental Agreement and Rules & Conditions for Usage, including but not limited to:

_____ I acknowledge that access to Mac-O-Chee Castle begins at 10am and events in the Great Hall conclude at 10pm. Vendors and members of the bridal party must exit the premises by 11pm. Additional fees may be assessed for guests and/or vendors who remain on the premises one hour or more 11pm. The only exception is when the Client purchases extended hours onsite.

_____ I understand that if the guest count is near 300, there will be no room for a dance floor or extra tables, such as gift tables, favor tables, etc. Guest counts in excess of 300 will incur an additional \$1000 fee if prior approval has not been granted.

_____ I agree, as the Client, that I am responsible for my guests and vendors and I will immediately cease or cause to cease, upon the request of Mac-O-Chee Castle staff, any conduct deemed to cause an unreasonable disturbance, a risk of injury to person or property, or is unlawful. If unreasonable, risky, or unlawful behavior is not ceased, Mac-O-Chee Castle staff may expel the disruptive individual(s) or terminate the Event and retain all amounts paid under the Rental Agreement.

_____ I acknowledge that Mac-O-Chee Castle will consider my preference in deciding whether the ceremony will be relocated from outside to inside because of inclement weather however, Mac-O-Chee Castle reserves the right to make the final decision as to whether the ceremony will be relocated, and to the timing of such decision. Clients will not receive any refund or discount if the ceremony is relocated from outside to inside.

_____ I agree that ONLY members of the bridal party are permitted inside the Bridal and Groom's Suites. Any non-bridal party guests given access to the Castle after the ceremony begins may be assessed a \$1000 fine for each occurrence. If the bridal party and accompanying guests request a walk-through tour of the Castle, that must be designated prior to the Event Day, take place during the getting-ready period and limited to one hour with the Venue Manager.

_____ I acknowledge that onsite cooking is not allowed within Mac-O-Chee Castle or the Great Hall. Food trucks are permitted under specific conditions, with prior approval.

_____ Alcohol may not be carried onto or off of the premises. I acknowledge and will inform my guests that infractions will be assessed up to a \$1000 fine per occurrence and potential removal from the premises.

_____ I agree to abide by the limitations for décor as outlined in the Rules & Conditions for Usage contract. All decorations must be removed without leaving damages directly following the departure of the last guest. I acknowledge that any damage caused as a direct or indirect result of the Client's event or caused by the Client or their guests, will be charged to the Client at cost to repair or replace plus 20% (twenty percent).

_____ I understand the use of candles is permitted in the Great Hall during the reception only if the candles used are "dripleless" and are inside a container and the flame is not taller than the container itself. I also understand that the use of candles with a flame is not permitted within Mac-O-Chee Castle (Bridal Suite, Groom's Suite, etc.)

_____ Client authorizes Mac-O-Chee Castle to charge the payment source on file for repair or replacement costs plus 20% (twenty percent) for damages, or any associated fees or fines outlined in the Rules & Conditions for Usage contract.

_____ I acknowledge that the Mac-O-Chee Castle Venue Manager has final authority on any question or issues onsite on the Event Day.

AGREEMENT & SIGNATURES

Client Signature: _____

Printed Name: _____

Date: _____

Venue Representative: _____

Date: _____