



# Wedding & Event Rental Pricing Guide

## How many people will attend, and when will your event be?

- ❖ Clayshire Castle can accommodate a maximum of 60 people (guests + host/wedding party).
- ❖ **Saturday rentals are a flat fee of \$3200 and include the full day plus overnight stay.**
  - Rental is from 11:00am on Saturday until 11:00am on Sunday.
  - Includes all five guest rooms on Saturday night and gourmet breakfast on Sunday morning (*limit 2 guests per room*).
  - Guests that will not stay overnight must leave by midnight.
- ❖ **Sunday through Friday events are priced by the hour and number of attendees.**
  - The Great Hall is available between 11:00am and 5:00pm.
  - Rental time must include all anticipated setup and teardown. Events lasting longer than the contracted time will incur additional hourly charges.
  - Evening events require rental of all five guest rooms in addition to the hourly rate.

Number of people	Hourly rate
25 or less	\$50 per hour
26-60	\$100 per hour

- ❖ **Wedding rehearsals/dinners** on Friday evening require rental of all five guest rooms for Friday night. If rehearsal dinner includes guests that will not stay overnight, then this will require hourly hall rental, plus event insurance and permitting if alcohol will be served.

## How will you decorate for your event?

- ❖ Tables and chairs included. This includes our four wooden trestle tables and 16 high-back wooden chairs (*indoor use only*), plus sturdy plastic folding tables and chairs for the remainder (*may be used indoors or outdoors*). Wooden benches are also available for outdoor seating. The event host is responsible for setting up and taking down tables, chairs, and benches, if used.
- ❖ Tablecloths are available to rent for a flat fee of \$100.
- ❖ You may decorate the castle however you wish but may not use nails, tacks, tape/adhesives, or anything else that could damage the facility. Existing great hall artwork, tapestries, and banners may not be moved.
- ❖ We have a large room in the basement that may be used on the day of your event for changing or storage at no additional cost.

## *Are you planning to serve food?*

- ❖ Only licensed caterers may use the kitchen equipment; caterers may reheat food in the kitchen but are expected to prepare food off-site.
- ❖ If you do not use a caterer, you may bring in your own food and non-alcoholic beverages.
  - The kitchen island countertop may be utilized for setup, but the appliances (including refrigerator/freezer and stove/ovens) may not be used under any circumstances.
  - A standard home refrigerator/freezer is available in the basement kitchenette.
- ❖ Full serveware is available to rent for \$5 per person. Limited serveware can be rented and priced accordingly – *call for pricing options*. The event host is responsible for setting tables and bringing used dishes back to the kitchen.

## *Are you planning to serve alcoholic beverages?*

- ❖ Beer and wine may be served for a \$250 fee per event. ***Hard liquor is not allowed at events under any circumstances due to permitting restrictions.***
- ❖ Alcoholic beverages must be served by a licensed bartender or server certified by the Indiana Alcohol and Tobacco Commission. You must provide us a copy of your server's certification.
- ❖ The event host or bartender must provide the beer and wine. ***Event guests may not bring their own alcoholic beverages.***

## *Will your event have a medieval theme?*

- ❖ Clayshire Castle has medieval costumes available for rent in a variety of sizes.
- ❖ Costume rental is \$20 per person. Please contact us in advance if you are interested.

*Questions? Feel free to contact us at any time to discuss options!*

## **Clayshire Castle Bed & Breakfast**

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