



## Wedding Planning Guidelines

### **This information is provided:**

- to assist you in planning your wedding ceremony and/or reception;
- to protect you, your guests and your vendors; and
- to ensure the preservation of the Castle Gardens facilities and grounds.

### **Event Times:**

The property becomes available to you and your vendors at 12 noon the day of your event.

The wedding events must end by 10:30 pm, with members of the wedding party, all guests and vendors off the property by 11:30 pm.

### **Guests:**

Outdoor events may accommodate up to 300 total guests. This includes the wedding party.

### **Parking:**

Parking for all guests is provided on premises. Entrance can be gained through the white gate at 1280 P.J. Keller Highway.

### **Carousel Barn Use:**

Clients may use the Carousel Barn and it's restrooms.

Tables and chairs for indoor use (150 guests at tables or 200 guests auditorium style) are available and will be arranged by the Castle Gardens' staff.

Candles may not be lit. Battery operated candles may be the only candles used both inside and outside.

No nails, screws, staples or penetrating items nor tapes or adhesive products may be used on walls or the floor. Magnets are a preferred alternative. Castle Gardens has magnets available for your use, available upon request.





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### **Outdoor Use:**

Tents, tables, chairs, and linens are provided by the Clients.

A map of Castle Gardens is provided in the wedding packet.

Prior to placement of tents, arbors or other items that require penetration of the ground, approval must be given by the Castle Garden staff to insure the protection of the utilities and irrigation systems. Clients who fail to follow this procedure will be responsible for any fees and/or penalties causing damage to the utilities, irrigation system or other integral system.

### **Catering:**

Caterers must be pre-approved by the Castle Garden staff to ensure the proper paperwork is submitted.

Caterers must leave Castle Gardens as it was prior to their arrival and dispose of all their garbage in the receptacles provided by Castle Gardens.

The caterer or another vendor must provide all serving items, including utensils, dishes and glassware.

### **Insurance:**

Vendors providing services must present a Certificate of Insurance naming Castle Gardens, LLC as a certificate holder. Any vendor providing alcohol must provide evidence of the necessary license required by the City of Lexington. In addition, the Clients are required to provide a one-day host liquor liability policy, which can typically be provided by the carrier of their homeowner's insurance

### **Security:**

A Castle Garden event host/hostess will be assigned to remain on the property during your event. The host/hostess will make periodic rounds to ensure the safety of your guests and to answer questions that may arise. The Clients will assign a contact for the host/hostess to call if the need arises.

Officers within Lexington's Police Department may patrol the grounds periodically during the event as part of their normal duties.



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### **Alcohol:**

Alcohol may be served according to the State of Illinois and the City of Lexington regulations. Alcohol must be served by a licensed and insured vendor.

Alcohol may not be served to minors. The alcohol vendor must sign an agreement with Castle Gardens, LLC stating they will not serve alcohol to anyone under twenty-one.

If the event host/hostess deems alcohol use is excessive, he/she has the authority to call Lexington Police at any time to assist in evicting inebriated guests from the premises.

### **Smoking**

Designated outside smoking areas are available at your request for your event. Ash trays will be provided.

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