Castle Hill

EST. 2003

*An Event Lasts a Day*

*Memories Last Forever*

This was the first place my daughter looked at for her wedding venue. She fell in love with this beautiful venue and did not look at another place. Everything was beautiful for the wedding and the food was excellent. Brittney could not have made a better choice. Her wedding was everything she wanted!
*Paula L.*

We could not have asked for a more perfect reception venue! With the new addition of the Ballroom it was everything we wanted and more. They were so helpful and let us set up early and answered our million questions. They even have a private room for the band off the stage! I cannot tell you how many people have complimented the food and the service. Not once did my husband or I have to ask for something or go get something ourselves...we were waited on the entire night. I would VERY highly recommend Castle Hill to anyone looking to get married in Oxford.
*Meagan H.*

# *Welcome*

*Thank you for inquiring about Castle Hill. We are delighted that you have considered our beautiful property as a host location. Castle Hill is the ideal spot for weddings, rehearsal dinners or special events. Our staff will customize any occasion to meet your needs.*

*At Castle Hill, we realize how important your wedding day is to you. We take pride in working closely with you to ensure your wedding at Castle hill is everything you dreamed of and more. We want you to feel confident that everything is under control as you and your guests enjoy a wonderful time celebrating your special day.*

*Having hosted over 400 weddings, receptions and special events, our experienced staff is available to assist you with one of the most memorable events that you will ever plan. The entire Castle Hill staff takes tremendous pride in setting an example of being the most professional and friendly staff that you will ever encounter. It is our goal to greet and leave you with gentile Southern hospitality.*

*Whether small or large, our goal is to create your dream wedding and fulfill all of your hopes and expectations. Our staff will pamper you and ensure that your special day will be hassle free.*

*Our goal is to deliver excellent service and go beyond your expectations. Please let us know if we may assist you with your special occasion. We look forward to the opportunity to work with you.*

*We would love to show you our beautiful venue and all we have to offer.*

*Jean Abrams*
*Owner*
*Castle Hill*

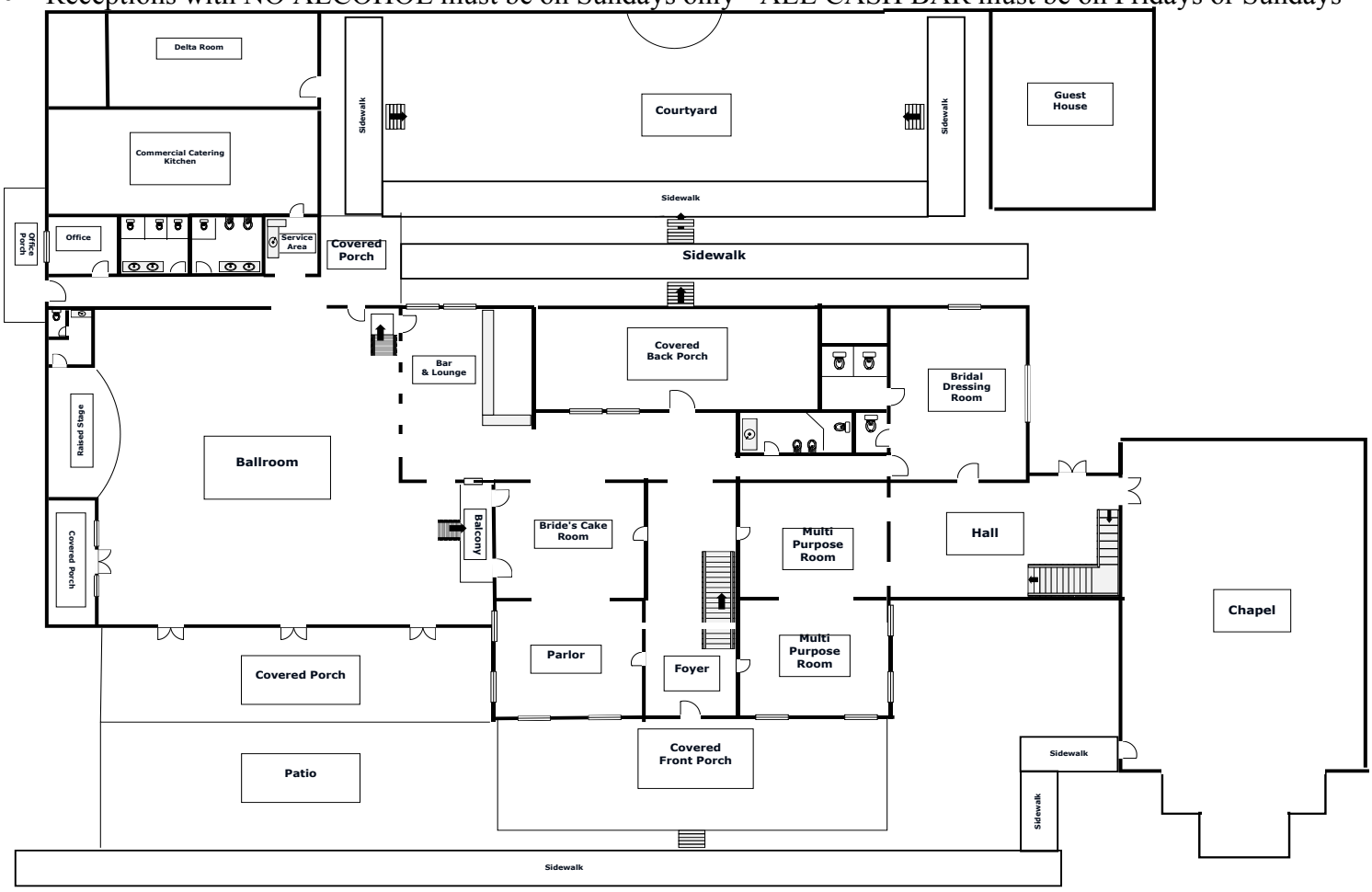
# *Wedding & Event Policy*

## Wedding & Reception Rates

***All Options Include Day of Coordination By Castle Hill's***
***In House Wedding & Event Coordinator***

| Rental Rates | Option 1<br>Chapel (Ceremony) & Ballroom (Reception) | Option 2<br>Courtyard or Front Lawn (Ceremony) & Ballroom (Reception) | Option 3<br>Ballroom Only (Reception) | Option 4<br>Chapel (Ceremony) & Courtyard or Front Lawn (Reception) | **Option 5**<br>**Chapel Only**<br>$4000<br>Monday-Thursday |
|---|---|---|---|---|---|
| Saturday | $9000 | $8500 | $8000 | $10,000 | |
| Sunday | $7200 | $6800 | $6000 | $8500 | |
| Friday | $8000 | $7500 | $7000 | $9000 | |

- **All Options include the Main Structure such as the Bar & Lounge, Bride's Cake Room. The Parlor, The Grand Hall, The Multipurpose Rooms, The Bridal Dressing Room and Covered Porches**
- **All Options also include the Courtyard or Front Lawn for use of Cocktail Hour**
- Sunday Weddings & Receptions are between 2pm & 6pm
- Receptions with NO ALCOHOL must be on Sundays only - ALL CASH BAR must be on Fridays or Sundays



# SEATING CAPACITY

Wedding Ceremonies

| Area | Pew Capacity | # of Chairs |
|---|---|---|
| Chapel | 230-250 | |
| Courtyard | | 225 |
| Front Lawn | | 350 |

# GUESTS CAPACITY

Wedding Receptions & Dinners,

| Area | Sq. Ft. | Reception with Tables & Dance | Sit Down Plated Dinner | Buffet Style Dinner |
|---|---|---|---|---|
| Ballroom | 5000 | 350 | 250 | 225 |
| Bar & Lounge | 825 | 90 | | |
| Covered Porches | 2100 | 235 | | |
| Courtyard | 2600 | 300 | 160 | 140 |
| Multipurpose Rooms | 400 | 40 | 40 | 40 |
| Entire Venue | 10,925 | 1015 | | |

## HIGHLIGHTS

Ballroom, Chapel, Courtyard, Bar & Lounge, Multipurpose Rooms, Bride's Cake Room, Parlor, Indoor & Outdoor space to suite your needs

On-site Event & Wedding Coordinator

Bridal Dressing Room

On-Site Catering

Full Service Bar

7 Overnight Accommodation Rooms & Suites

Over 20 yrs. experience having hosted more than 400 weddings, receptions & special events

5 minutes from downtown Oxford

Built-in 16' x 20' raised stage in the Ballroom

Green Room for band and musicians

Spacious Restrooms and Coat Check Room

*Why Choose Us?*

- **Truly Southern** - Beautiful facility with Antebellum style architecture, Ballroom, Courtyard and brand new Wedding Chapel.
- **Options -** Multiple venue areas to personalize your event dream. Exclusive use of pre-selected property areas during your event. Others may incur an additional fee.
- **Personalized Service** - We work closely with each bride to provide a dream wedding day experience. Our events manager and wedding coordinator will help you with details and certain services included in your package
- **Wedding Coordinator -** Day of Wedding Coordinator to insure your plans are carried out to your full expectation
- **Experience** - Having hosted more than 400 weddings, receptions and special events, our experienced staff is available to assist you with one of the most memorable events that you will ever plan.
- **Service -** Set up, break down and clean-up is included with your event. So you don't have to with the exception of your personal and rental items.
- **On-site accommodations -** Seven overnight accommodation rooms with private baths are available on-sight to house family and friends and offered at a discounted rate.
- **Location -** Conveniently located just 5 minutes from the Oxford Square

## ITEMS INCLUDED WITH VENUE

*A Reception floor plan can be created for your event to include Guest Tables and Food Stations using the items listed below to assist you in your planning. We do not provide linens. If additional items are required, they are considered a rental and the responsibility of Bride.*

*On-Site Wedding Coordinator Fourteen -*
*5' Round Tables*
*Six - 6' Rectangle Tables*
*Two - 8' Rectangle Tables*
*2 Glass Drink Beverage Dispenser*
*Dinner Forks*
*6" Clear Glass Cake Plates Plastic*
*Drinkware & Barware*

*100 Gold Chivari Ballroom Chairs*
*225 White Wedding Chairs for Outdoor Ceremony*
*4 Square Patio Tables & 16 Chairs*
*Select Serving Pieces*
*8"ClearGlassPlates*
*2 Toasting Flutes & Champagne Bucket*

*Event Manager and owner Jean Abrams, along with our wedding coordinator are available to assist you with all details.*

## CASTLE HILL ASSISTANCE

- *Reception and ceremony layout plan design*
- *Assistance with menu development and recommendations on food choice*
- *Final Details to be completed with our assistance about 4-6 weeks out*
- *Directing the ceremony processional*
- *Coordinating and assisting with the setup of the ceremony and reception*
- *Setup of wedding accessories such as guest book, place cards, favors, etc.*
- *Coordinating pinning of boutonnières and ensuring VIP's receive flowers*
- *Acting as the point of contact for all vendors*
- *Assisting the family, wedding party and guests as needed*
- *Dealing with any unforeseen hiccups*
- *Coordinate load-out*
- *Unlimited time on-site with your coordination team allowing you to enjoy every moment of your wedding day without any worry of background details*

## HOURS OF SERVICE

You may have use of the facilities beginning at 8:00 am for deliveries, personal decorating and use of dressing room by the bridal party. Breakfast or lunch trays may be brought in. Please provide your own paper goods and serving pieces. CASTLE HILL will provide any alcohol services, such as Champagne, for bridal party.

**There is a (5) Five hour maximum for a combination Ceremony and Reception.**
Functions expecting to last more than (5) five hours will be charged in advance a fee of $300 per hour plus $25 per hour per server/bartender.
**There is a (4) Four hour maximum for Receptions only.**
Functions expecting to last more than (4) four hours will be charged in advance a fee of $300 per hour plus $25 per hour per server/bartender.
**Events with no alcohol or an all cash bar are allowed one hour less than events with alcohol.**

## FOOD & DRINK

Food and Drink are priced separately. There is a **minimum $38 per person for FOOD** based on your guest count. If you have 100 guests, you are required to order 100 portions of food totaling the minimum of $38 per person for food or a minimum of $3800 in food, plus tax and gratuity. **Sunday food minimum is $30 per person**. Food prices are subject to change based on market price. Balance on FOOD is due two weeks prior to Event.

**Any leftover food that has been placed in the Reception area will be discarded and NOT available to take with you after the Reception is over.**

An alcohol invoice will be made available to you the next morning and payment is due by 10 am the following day. Tax and Service Fees will be added. We can give you a quote for alcohol services, however, the industry recognizes 1 drink per guest per hour.
If you are NOT including alcohol in your event or choose to have alcohol available as a CASH BAR option, there will be a Fee based on your final guest count.

## BEVERAGE SERVICES

Castle Hill is pleased to offer alcoholic beverage service for your event.
We offer a variety of house select alcohol, however, if you would like a special type of wine, champagne or beer, we will be happy to quote you a price. Upon agreement of ordering such special beverages, you will be responsible for the required quantity ordered as well as pre-payment of all items ordered.

**No alcohol is allowed to be brought onto the premises by any party for any reason.**
As stated in Regulation No. 13 of the Local Option Regulations of the Alcoholic Beverage Control Laws of the State of Mississippi, "No on-premises permittee shall allow alcoholic beverages to be brown-bagged by a consumer/customer on the premises where the business is conducted."

**House wines: $36.00 per bottle (1.5 liter)**
Woodbridge

**Champagnes and Sparkling Wines: $38.00 per bottle**
La Marca Prosecco

**Liquor**
Premium Blends –.**$9**
Dewar's, Crown Royal, Jack Daniels, Makers, Beefeater, Tito's, Grey Goose, Jose Cuervo

Well Blends - **$7**
Seagram's 7 Whiskey, Seagram's Gin, Bacardi Rum, McCormick Vodka

**Beer**

BOTTLE Domestic Beer: **$**6
Miller Lite, Ultra, Coors Lite

BOTTLE Imported Beer: **$**7
White Claws $6
High Noon $7

Soft Drinks (fountain): $2.50

***Signature & Specialty Drinks will be priced upon order Please contact Jean for pricing.***

## DEPOSIT AND PAYMENT POLICY

A 50% deposit is required at the time of booking in order to hold the reservation date.
A minimum of 3 weeks prior to an event, a guaranteed final guest count and final balance is due 2 weeks prior to event. If you choose to pay with credit card, there will be a 4% convenience fee applied. Alcohol invoice is due before 10 am the following day.

## CANCELLATION POLICY

The 50% initial deposit is non-refundable. You must cancel your event at least 12 months in advance in order to not be responsible for the full balance of the facility fee rental price plus a catering and alcohol fee.
If Lessee cancels the event, including, but not limited to, all rentals and services, more than twelve (12) months prior to the event/rental, then Lessees agrees that Lessor shall retain the 50% deposit as liquidated damages. Should the Lessee cancel the event/rental within twelve (12) months prior to the event then Lessee agrees that Lessor shall be entitled to the total sum due hereunder for the Facilities Rental including the 50% deposit already paid plus an estimated catering bill based on the minimum of $35 per person plus 9% sales tax and 20% gratuity. Also, if said cancelled wedding is on a Saturday, Lessee shall be responsible for an Alcohol bill based on $25 per person plus 9% sales tax and 20% gratuity

## UPDATES and CHANGES

Occasionally we must update or change our WEDDING POLICIES and PROCEEDURES. Any updates and or changes will be given to you no later than 4 weeks prior to your event. By signing a contract with Castle Hill, you are agreeing to any updates and changes and are responsible for adhering to them.

## HANDICAP ACCESSIBILITY

The Ballroom and Chapel are handicap accessible. The Courtyard is not. Please discuss any handicap issues or concerns with Castle Hill prior to event and notify relevant guests of accessibility.

## OPTIONAL SERVICES

| | | | |
|---|---|---|---|
| Satellite Full Bar | $350 | | |
| Satellite Beer & Wine | $250 | | |
| ALL Cash Bar Set Up Fee | up to 100 | 100-200 | over 200 |
| | $300 | $400 | $500 |
| Guest Pay Liquor Set Up Fee | up to 100 | 100-200 | over 200 |
| | $250 | $300 | $350 |
| Removal of Gold Chair for Outside Rental | $250 | | |
| Alter Table Rental | $ 35 | | |
| Courtyard Italian Lights | $300 | | |
| Fire Pit with Wood | $ 75 | | |
| All White Dance Floor 18 x 18 | $850 | | |
| 18 Colored Vinyl Squares for Dance Floor | $1800 | | |

**Lessee's Obligations**
**Lessee covenants and agrees as follows:**

a. Lessee agrees to abide by State Law in connection with the serving of any alcoholic beverages. Lessee agrees not to hold Castle Hill responsible for any unlawful acts in regard to the serving of any alcoholic beverages by the Lessee, caterer or anyone hired by the Lessee or caterer.

**ABSOLUTELY NO ALCOHOL IS TO BE BROUGHT ON PROPERTY. NO EXCEPTIONS**

b. Lessee or florist may provide floral arrangements approved by Castle Hill and are required to remove these items following the event and no later than 10am the next day unless another event is scheduled the next day in which items must be removed immediately following the event.

c. Banners, signs, lighting, decorations, etc., should not be taped, glued or otherwise affixed to walls, floors or columns and/or hung from light fixtures or ceilings. Absolutely no confetti, glitter or birdseed will be allowed anywhere on the premises or a Fine of $250 will incur. All decorations must be pre-approved.

d. Lessee shall insure to Castle Hill satisfaction that the number of guests in attendance does not exceed the limit set forth above. If requested, Lessee shall provide a guest list to Castle Hill. Lessee agrees that if it is determined by CASTLE HILL that during the event the number of guests exceed the limit set forth in the agreed upon category in the signed contract, the CLIENT will be billed the difference in the next category Event pricing.

e. Proposed entertainment for an event must be approved by Castle Hill If necessary, a meeting between Castle Hill and a representative for the entertainment group may be scheduled prior to the event.

f. Lessee agrees to abide by Castle Hill Wedding Policy and agree to pay any amount(s) listed in such policy regarding Facility Use Rentals, Food and Drink, Rules and Regulations, Beverage Services, Room Rentals.

g. If any plates, silverware, glassware. linens, tables, chairs or serving pieces are rented by the Bride from a rental company, the rental company or Bride is responsible for the complete set up and pick up of all rental items or you may hire additional Castle Hill staff to manage the rentals. The additional staff will be responsible for placing them, collecting them and preparing them for pick up according to the policies of the rental company. Staffing Fees to be determined based on amount of rentals. All rentals of any kind must be picked up and removed by 10 am the following morning. Arrangements must be made in advance to hire additional staff and not the day of event.

h. Groomsman are requested to arrive in full wedding attire for Ceremony as we do not have a dressing room for them. They may sit in the lounge area or other designated room. Overnight rooms are not allowed as dressing rooms for Groomsman before, after or during the Event.

i. Castle Hill will be responsible for supplying up to 225 white folding wedding chairs for Courtyard ceremonies. If your ceremony is on the Front Lawn with a guest count over 225, you will be responsible for renting additional white chairs.

j. Shuttle service is encouraged with guests counts over 200. We have parking for app. 80-100 cars. Cars are not allowed to park in the residential neighborhood and may be towed at owner's expense. There are several local transportation companies available for a reasonable fee and listed in our Vendor List.

**Castle Hill Obligations**
**Castle Hill shall provide the following:**

a. A member of Castle Hill staff or a designated appointee will be on-site during the entire event. The purpose of this person will be to assist the Lessee as situations arise, however, Castle Hill representative shall have no authority to release the Lessee from any duty or obligation hereunder.

b. **Parking is available for approximately 80-100 vehicles. Shuttle service is encouraged with guests counts over 200.** There are several local transportation companies available for a reasonable fee.

c. You may select vendors of your choice for florist, musicians, photography, however, Castle Hill reserves the right to reject any person if said party is not properly bonded, licensed or otherwise acceptable for good cause shown, including, but not limited to, past performance at Castle Hill. Vendors are required to follow Rules & Regulations.

d. Select serving pieces, plastic drinkware & plates, silverware, will be provided by Castle Hill catering staff. If any plates, silverware, glassware, serving pieces are rented by the Bride from an outside rental company, you will be responsible for placing all items or required to hire additional Castle Hill staff to manage the rental. The additional staff will be responsible for placing them, collecting them and preparing them for pick up according to the policies of the rental company. Staffing Fees to be determined based on the type and amount of rentals. THIS MUST BE SCHEDULE AT LEAST ONE WEEK PRIOR TO YOUR EVENT IN ORDER TO SECURE STAFFING. All rentals of any kind must be picked up and removed by 10 am the following morning.

e. **All food, drink(s) and bar service** will be provided by Castle Hill according to the Beverage Services listed below.

f. Castle Hill will be responsible for supplying up to 225 white folding wedding chairs for Courtyard ceremonies. If your ceremony guest count is greater than 225, the courtyard may not accommodate a larger crowd and your ceremony may be moved to the Front Lawn. You will be responsible for renting additional chairs.

g. Castle Hill will be responsible for supplying only the items previously listed as included with venue. Additional tables, seating and linens are the responsibility of the Bride/Leesee. Castle Hill is only responsible for the set-up of the chairs and tables provided by Castle Hill. *All rentals are to be set up by rental company or persons designated by Lessee.*

h. The use of Bridal Dressing Room for Bride & Bridesmaids is available the day of event. The suite includes hair and make-up stations and complimentary use of a steamer for the Bridal party dresses. Castle Hill is not responsible for any steaming or any damages incurred in the process.

# *Guest Rooms*

**All of the rooms will be blocked off for your event once you have signed a contract. At approximately 3 -6 weeks out, you will let Castle Hill know if and how many rooms you would like to reserve.**

**The Rebel Room $161.50 per night**
*Guest House, Honeymoon suite, Second Level, King bed, Jacuzzi bath, maximum 2 guests*

**The Dixie Room $181.90 per night**
*Guest House, Second Level, King bed, Bunk Beds shower , maximum 4 guests*

**The Delta Room $170.00 per night**
*Behind Kitchen, King bed, sofa, shower, handicap accessible, maximum 4 guests*

**The Oxford Room $136.00 per night**
*Guest House, Basement Level Queen bed, shower, maximum 2 guests*

**Peggy's Room $161.50 per night**
*Main House, Second Level, Queen bed, soaker tub, shower, maximum 2 guests*

**Diana's Room $161.50 per night**
*Main House, Second Level, Queen bed, maximum 2 guests*

**Rachael's Suite $181.90 per night**
*Main House, Second Level, King bed, Jacuzzi tub, study with Queen sleeper sofa, maximum 4 guests*

*Price Reflects 15% off Regular Weekend Rate*
*No Breakfast*