



Joslyn Castle Events

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joslyncastleweddings.wordpress.com

Pricing

Weddings:

Ceremony Only:

Friday and Sunday \$1,600

Saturday \$1,800

Reception Only:

Friday and Sunday \$2,200

Saturday \$2,400

Ceremony and Reception:

Friday and Sunday \$2,500

Saturday \$2,700

Weekday Wedding Rental:

\$400/hour

Rehearsals:

Rehearsal Dinner (5–10PM):

Monday–Thursday \$700

1 Hour Rehearsal:

Monday–Thursday \$100

Rehearsal time cannot be guaranteed the night before your event.

Parties or Corporate Events:

Sunday–Thursday:

Under 100 guests— \$300/hour

Over 100 guests— \$400/hour

Friday:

\$2000

Saturday:

\$2200

Non-Profit Organizations (Available Sunday–Thursday):

\$500

Payment Timeline

Fees and Deadlines

- At booking, the first half of the rental fee is due to secure your event date.
- The second half of the rental fee is due 30 days prior to your event.
- A separate \$500 damage deposit payment must be submitted 30 days prior to the event. The Castle will keep this check on file until your event has passed. Upon surveying the condition of the Castle, the Castle will return your voided check.
- If alcohol is to be served at the event, the Castle will contract security through Silverhawk Security. The charge for a security guard is \$25/hour, to be paid 30 days prior to your event.
- The fee shown, minus security cost, is a flat fee. Your rental fee includes the setup and teardown of Castle chairs and tables, as listed on the next page.

Cancellations

12 months prior to your event – 100% refund

9 months prior to your event – 75% refund

6 months prior to your event – 50% refund

Within 6 months of your event – 0% refund



Photos Courtesy of Nicki Moore Photography

Set Up

Rental Includes:

- Twenty six 60-inch round tables; seats 8/9
- Seventeen 6-foot banquet tables; seats 8
- Three 4-foot banquet tables; seats 6
- Two 48-inch round tables; seats 6
- 70 natural wooden folding chairs with chair pads, for indoor use
- 240 white resin folding chairs, for indoor and outdoor use
- Antique dining room table
- Antique table for guest book
- Private bridal and groom preparation rooms

Seating

First Floor Capacity:

- Morning Room: 16-18
Two 60 inch rounds with 8/9 chairs each
- Gold Room: 32-36
Four 60 inch rounds with 8/9 chairs each
- Library: 40-45
Five 60 inch rounds with 8/9 chairs each
- Balcony: 8-12
One 60 inch round with 8/9 chairs
Or, two 48 inch rounds with 6 chairs
- Music Room: 40-45
Five 60 inch rounds with 8/9 chairs each
- Music Room: 65-70
Theater Style/Wedding Ceremony Set
- Balcony Theater Style: 15

Second Floor Capacity:

- Master Bedroom: 32-36
Four 60 inch rounds with 8/9 chairs each
- Violets Bedroom: 24-27
Three 60 inch rounds with 8/9 chairs each



Photo Courtesy of Good Morning Dear Photography

Catering and Bar Service

Catering

The Castle's preferred caterers are Attitude on Food, Patricia's Catering, and Catering Creations. If you wish to use a different caterer, there is a required \$1000 buyout fee.

Attitude on Food

Nathan Newhouse | 402-341-3663 | attitudeonfood.com

Catering Creations

Jeff and Jennifer Snow | 402-558-3202 | cateringcreations.com

Patricia Catering

Pat Regan | 402-733-6733 | patriciacatering.com

Bar Service

- No kegs are allowed on Joslyn Castle property.
- No personal alcohol may be brought onto the Castle grounds by the renter or their guests. All alcohol on the property must be provided and served by one of the Castle's three exclusive caterers.
- If any personal alcohol is brought into the Castle, it will be confiscated.
- A security guard must be present when alcohol is being served.



Photo Courtesy of Jantz Photography

Policies

Decorating

- No confetti, glitter, rice, fireworks, or beads are allowed inside or outside of the Castle.
- Real flower petals may only be used outside, and fake petals inside.
- Nails, tacks, screws, glue, staples, or tape may not be used on any surface of the Castle.
- All candles must be enclosed in glass containers at all times. No candles are to be placed on fireplace mantles, bookcases, stairwells, woodwork, or floors.
- Nothing may be hung from any walls, ceilings, or chandeliers.
- No pictures, furniture, or artifacts belonging to the Castle may be moved or removed at any time.
- All real flower arrangements used as decorations on any of the woodwork at the Castle must be placed on plastic so as not to touch the wood.

Clean Up

- All non-Castle items must be removed from the property the same day as the event, unless otherwise approved by the Event Coordinator.
- The Joslyn Castle structure and grounds must be respected at all times. All messes created by the renter and/or their guests must be cleaned up before 1 am.
- The Castle does not supply extra garbage bags for the food/kitchen. Please bring your own or have the caterer bring them. Similarly, the Castle representatives do not take out the trash at the end of the night. Either the caterer or renter needs to bring all trash to the dumpster.
- Any left items at the Castle will be kept in the lost and found for two weeks.

Miscellaneous

- No smoking in the Castle.
- Castle renters are allowed into the building 3 hours before the start of the event to decorate and prepare.
- Wedding rehearsals are not held on weekends; Thursday nights are typically rehearsal nights.
- No more than 200 people are allowed at an event. The Castle representatives will ask guests to leave if there are more than 200 guests.
- Rehearsals are one hour only, exceeding said hour may result in charge for second hour.

Building and Grounds

- Dancing is allowed on the music room floor.
- No entry to the third floor, the basement, private doors, or the conservatory is permitted.
- No glasses may be put on the woodwork.
- Quiet hours on the Castle grounds begin at 9 pm outside. Indoor music and bar service may continue until midnight. All guests must vacate the Castle by 1 am.
- All rental items must be set-up by the rental employees or renters. All Castle items must be set-up by a Castle employee.
- Please do not touch the heating and cooling systems or thermostats in the Castle.
- Do not open or close any of the pocket doors.
- All guests must enter and exit at all times through the doors on the south and east sides of the building, except those using the handicap exit.