



# Weddings and Receptions

Dear Bride and Groom,

Congratulations on your engagement! At Pythian Castle, we're grateful for your interest in using us for your special event! We have designed this packet to aid in every aspect of your event planning. This packet should provide you with some of the tools you need to make important decisions regarding what is arguably the most important day of your life! We are proud to welcome you to our castle, and assure you of our commitment to provide the assistance you need to make your event a success! We hope you find Pythian Castle to be the perfect place for your event.

**Here are a few benefits of choosing Pythian Castle:**

*Over 7,000 square feet of event space including grand foyer for guests to mingle, a theater for unique ceremonies, a ballroom and buffet room for elegant receptions.*

*Private facility suitable for small, intimate affairs to groups as large as 299.*

*Large separate dressing areas for bride and groom*

*Plenty of on-site parking*

*Rich, romantic legacy of this historic building*

*The enchantment of holding your event in a true castle!*

We look forward to working with you on this important event. Please do not hesitate to contact us with any questions that you have during this exciting time!

Warm Regards,  
The Staff of Pythian Castle

## Banquet Room Descriptions

### Theater

The Theater is the primary ceremony location, especially for larger groups. It is located directly above the ballroom. Some small weddings choose to have their ceremony out front. Auxiliary rooms that come with the Theater include large bride and groom dressing areas, and Tower Room, the highest room in the building. This fountainhead room is ideal for individual, couple and small group photos.

### Ballroom and Buffet Room

The ballroom and buffet rooms are located on the main floor just off the grand foyer. The ballroom is the main reception hall with the buffet room used for food, beverage and overflow seating. Auxiliary rooms that come with these rooms include food prep room, event storage room as well as use of common areas which include foyer, living room, history room, front porch and restrooms.





# Room Rental Pricing

	<u>Saturday</u>	<u>Fri &amp; Sun</u>	<u>Mon-Thurs</u>
<b>Royal Package</b> Ceremony & Reception Up to 12 hours on-site day of event plus one hour rehearsal usually the night before	\$2,500	\$2,200	\$1,500
<b>Majestic Package</b> Ceremony and Reception plus dishes, linens and classic chicken meal for 100 guests. \$15/person each additional guests. Up to 12 hours on-site day of event and one hour rehearsal usually the day before	\$4,000	\$3,700	\$3,000
<b>Reception only</b> Use of ballroom for up to 12 hours day of event	\$2,000	\$1,800	\$1,200
<b>Ceremony Only</b> Use of theater or ballroom for up to 4 hours day of event, plus one hour rehearsal usually the day before	\$800	\$700	\$500

Note, hours are continuous and must include load-in, set-up, photos (both inside and outside the building), event and load-out time.

Sales tax added to above fees.

50% deposit of room rental reserves your date

Remaining 50% of room rental plus sales tax, due one month prior to the event

## Pricing of Other Optional Items

Optional items below are billed separately from room rental once final head count is known

Table Linens	\$1.00/person (gold, white)	Plates	\$0.25/plate (dinner, salad, cake, etc)
Cloth Napkins	\$0.25/person (gold, white)	Water Glass	\$0.25/glass
Coffee & Cups	\$0.30/person	Flatware	\$0.25/item (knife, fork, spoon)



# Alcoholic Beverages

Beer and wine is offered as an elective service. Customers can choose between a host bar, cash bar, or host/cash bar combination. Pythian Castle furnishes alcohol and bar tender.

## Bar Options

**Cash Bar:** All guests pay for their own drinks. \$40 bartender fee will be assessed per bartender up to four hours. \$10.00 for every additional hour.

**Host Bar:** Client pays for all hosted bar items. Client determines time limit of host bar or dollar cap. Once limit is met, bar converts to a cash bar. \$5 per person deposit required prior to event. Balance paid at end of event with cash or credit card. Customization can be arranged.

House Wine  
Glass \$5 / \$6

Beer  
Domestic \$3 Kraft \$4

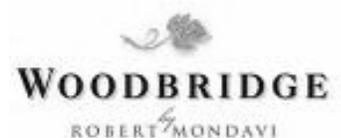
House Wine: \$5 Beringer White Zinfandel, Moscato, Barefoot Pinot Noir  
\$6 Robert Mondavi Woodbridge Chardonnay, Merlot, Cabernet Sauvignon, Pinot Grigio

Beer Selection: Bud Light, Michelob Ultra, Blue Moon  
(This List Is Subject To Change)

Sorry, no outside alcohol is allowed.

The sale and service of all alcoholic beverages is regulated by Missouri State Liquor Commission. Pythian Castle is responsible for the administration of those regulations. Alcoholic beverage service may be denied to those guests who appear to be intoxicated, or are under the age of 21.

Should guests under age of 21 be found consuming alcoholic beverages, Pythian Castle reserves the right to discontinue function or escort individuals off the property. Alcoholic beverages are allowed on the front porch, but may not be consumed on the grass or in the parking lot.





# Event Planning Worksheet

This is the place where you can start planning your event and determining the time needed. Below are a few points in planning your event to keep in mind.

We recommend a minimum of 2 and ½ hours prior to event start time for set-up and a minimum of a ½ hour to load-out. More time may be necessary depending on how elaborate the decorations are or the timing of photos. Keep in mind guest arrive a ½ hour prior to stated start time and set-up needs to be complete by then.

**While the order of Wedding Ceremonies vary, a standard format would be:**

Load-in	(½ hour)
Decorate	(minimum of ½ hour)
Get Dressed	(minimum of ½ hour)
Take Family photos	(1 hour)
Guest Arrival	(½ hour)
Ceremony	(½ hour)
Reception Line (if done)/ Wedding Party Photos	(1 hour)
Load-out	(½ hour)

**While the order of Wedding Receptions vary, a standard format would be:**

Load-in decorations	(½ hour)
Set-up food, DJ, cake, decorate	(1 ½ hours to half day)
Guest arrival	(¾ hour)
Announce Bridal Party/Bride & Groom as they arrive	
Lunch/Dinner/Food followed by Toast	(½ hour to 1 hour)
First Dance, Father/Daughter & other dances (if done)	(¼ hour)
Cut Cake	(¼ hour)
Music and/or Dancing, visit with guests	(¾ hour)
Bouquet/Garter Toss	(¼ hour)
More Music and Dancing	(½ hour to 1 hour)
Thank Guests/Bride & Groom Depart	(¼ hour)
Load-Out	(minimum of ½ hour)

If you choose a beer and wine bar, it is good to start this service as guests arrive for the reception while the Bride and the Groom complete photos. It will remain open throughout the reception and will close one hour before final load-out time. DJ should stop at least ½ hour prior to final load-out.

Also, we try to have the rooms pre-set prior to arrival, but please allow time for minor alterations as needed during the set-up period.



# Suggested Vendors

## **Catering**

Party Works (417) 881-6927 partyworkscatering.com  
Simply Delicious (417) 766-2946 simplydeliciousllc.com  
Bistro Market (417) 459-5078 bistrocatering.com

## **Coordinator**

The Bridesmaid (417) 883-2730 thebridesmaid.us

## **Floral**

Artistry In Bloom (417) 865-1444 artistryinbloomevents.com

## **Wedding Cakes**

Celebrations By Sonja (417) 883-1116 celebrationsbysonja.com  
Pastries By Carla (417) 443-6232 pastriesbycarla.com

## **Photographers**

Davis Photography (417) 827-7800 davisphotodesign.com  
Ezzo Photography (417) 725-2314 ezzophotography.com  
Owens Photography (417) 882-6130 owensportfolio.com

## **Rentals**

A to Z Party Rental (417) 883-5133 atozpartymardigras.com

## **DJs**

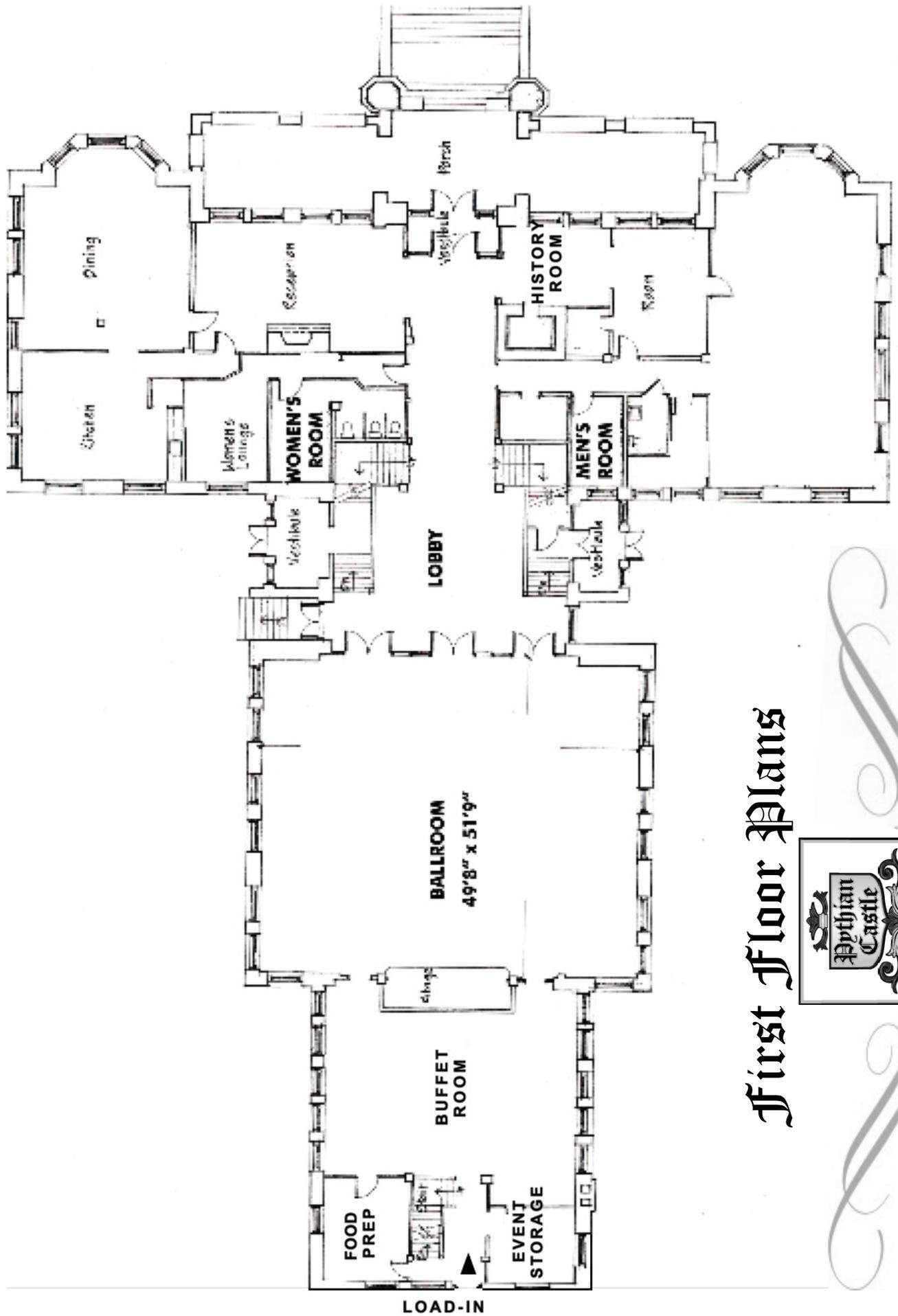
Complete Music (417) 227-9445 completemusicmo.com  
B# Entertainment (417) 886-5077 bsharpdj.com  
Digitraxx music2Go (417) 742-0652  
Just One More Song (417) 732-1271 justonemoresong.com  
All That Music (417) 830-4599 allthatmusicdj.com

## **Officiants**

Gerry Comstock (417) 869-3899  
Phillip Wright (417) 823-8338 X 203  
Jeff De Blasé "Can-a-lope Weddings" (417) 839-7401

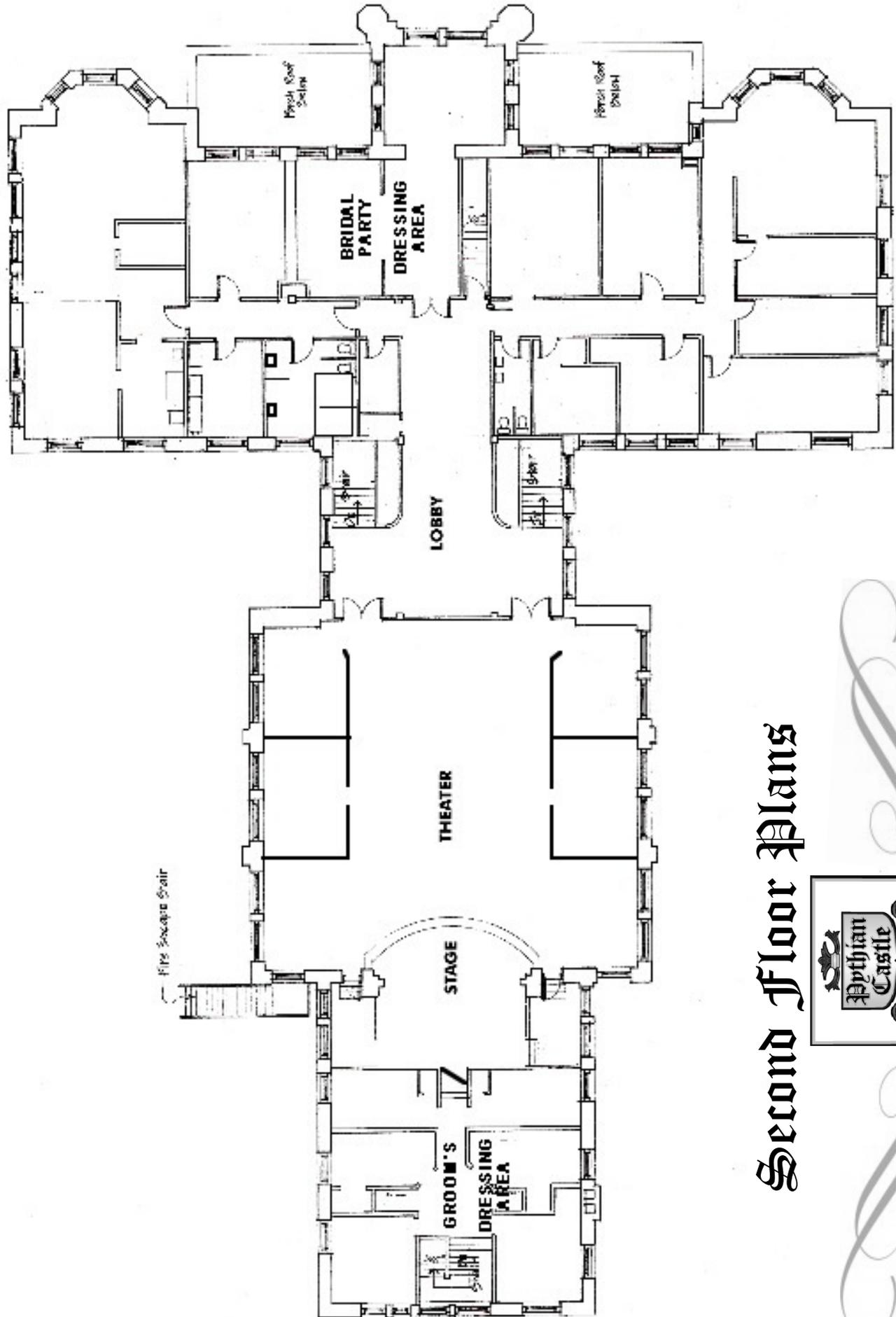
This is a purely a recommended list.

You are welcome to bring in different vendors not listed here.



# First Floor Plans





# Second Floor Plans





# Banquet Policies and Guidelines

## Room Capacities

	<b>Ballroom</b>	<b>Theater</b>
Standing	299	299
Theater Style (chairs only)	265	265
Banquet (table and chairs)	220	135

## Hours of Availability

Pythian Castle is rented by the hour. Hours are continuous and must include load-in, set-up, photos, event and load-out time. Minimum hours required based on type of event.

## Installation/Set-up

Unless, otherwise agreed, all items brought in by you as well as all vendors including but not limited to caterers, DJ's, florists, cake, photographers, and musicians are to load in from the back door on the main floor. Access to the back door is through the 26' wide double gate at the back of the East side of the yard. All unloading, set-up, and sound checks should be done prior to guest arrival and completed within the rental time.

## Clean-up

All items brought in by you for the event must be removed, thrown in the trash or stored in the event storage room for later pick-up. Furniture, other than tables and chairs, relocated for your event should be returned to its original location.

## Decorations and Displays

To prevent damage to the walls and fixtures, items may not be attached with nails, staples, tape, or other substances. Castle staff may be available to assist you with decorations during set-up based on availability.

## Extra Services

Any extra additional services, staffing, or services necessary for the event can be provided by Pythian Castle. These items may include, but not limited to, entertainers, servers, bar tenders, security, equipment rental, equipment set-up, catering or other service requested by you. These items are subject to a fee and are billed separately.

## Smoking

Smoking is prohibited in the building, but allowed on the front porch.