



## Castle Hill Pavilion & Park

285 Old Enoch Rd.  
Florence, MS 39073  
601-845-1445



### **RULES & POLICIES**

#### ***Banquet Hall:***

- Table and chairs are provided by Castle Hill: The facility accommodates up to 200 persons inside.
- A band, DJ or pre- recorded music may be used.
- Hard alcoholic beverages (liquor) and rice throwing are not allowed on the premises, you must use birdseeds. Beer, wine and champagne are allowed.
- Non drip candles or candles (esp. tea candles) in a deep container are only allowed.
- Rehearsal dinner is not allowed unless two days are purchased.
- All Rehearsals must be arranged with a Castle Hill Consultant two months prior to event. Only 1½ hour of rehearsal is allowed. Rehearsal with dinner requires a two day rental.

#### ***Wedding Chapel:***

- Non drip candles are only allowed
- No nails or tacks are to be used
- Please inform guest there will be no leaning or sitting on protective rails

#### ***Playground:***

- Please place all trash in the receptacles
- No horse playing, fighting or using abusive language on premises

#### ***Kitchen:*** (all fees are inclusive in the price quoted)

- Caterers are allowed the use of the kitchen; however we do encourage them to bring in prepared food and warmers. Caterers should bring in their dishes and serving utensils.
- Please make sure the kitchen (floor/counters) is completely clean and garbage disposed before leaving.
- All supplies in the pantry, cabinets, drawers and cold storage units have been especially designated for Castle Hill use only. Refrigerator is for short term storage only. After 2 days all food and drink will be discarded.
- Counter tops, table, chairs, range, oven & floors must be cleaned prior to leaving.
- Kitchen utensils is Castle Hill use, please do not remove them from kitchen.
- Do not leave stove or cook top on after use.
- All garbage should be disposed in the large green waste management container.

#### ***Decorator:***

- **Decorator will only be allowed in the facility on the day of the event**, unless otherwise cleared with a Castle Hill consultant.
- The decorator or a wedding attendant must clear banquet hall of all their equipment.

**Wedding and Reception** will include the wedding chapel, 100 white chairs, arch, banquet hall, 28 tables, 224 gray padded chairs, 8am – 10pm to set-up, decorate and to have your event, the greenery in the building can be used. The latest hour for a wedding is **6pm**. *Closing time is 10pm.*

