

# Historic DeKalb Courthouse

## Facility Information

Located in Decatur, GA just minutes away from Atlanta, the Historic DeKalb Courthouse is the perfect venue for wedding ceremonies, receptions, rehearsal dinners, holiday parties, fund-raisers, and more. The marble walls and beautifully arched windows are the perfect backdrop for your historic event.

### Amenities

- White folding chairs
- Round, rectangular, and highboy tables
- Baby grand piano
- Two parking spaces
- Spacious Bridal suite
- Private Groom's room



### Rental Areas

The Courtroom is the main event space, with historic marble walls, terrazzo floors, and arched windows. At 2,600 sq ft, it can accommodate 150 people seated at tables. The Harrison Room features plenty of sunlight, hardwood floors, and is often used for buffets. The Lobby is often used for cocktail hour or a check-in area.

### How It Works

#### Evenings & Weekends

All evening and weekend rentals include use of the Courtroom, Harrison Room, Lobby, Groom's Room, and Bridal Suite for 8 hours. The first 2 hours are generally for setup and the last hour is for cleanup. The remaining 5 hours can be used for ceremony, cocktail hour, and/or reception. The ceremony and reception take place in the Courtroom and there is typically a room flip while guests attend cocktail hour in the lobby. Renters usually hire one of our Preferred Caterers to setup, flip, breakdown/cleanup the event.

#### Weekdays (Mon-Thurs, 9am-4pm)

For small weekday events (50 people maximum), the Courtroom is available to rent in 4 hour minimum blocks. Weekday rentals include the Courtroom, Groom's Room, and Bridal Suite. No food allowed.

Rates			
<b>Weekday</b> rentals include the use of the Courtroom, Bridal Suite, Groom's Room, tables, and chairs for <u>4 hours</u> .	<b>Monday-Thursday</b>	<i>9am-4pm</i>	<b>\$650</b>
	<b>Monday-Wednesday</b>	<i>4pm-12am</i>	<b>\$1,500</b>
<b>Evening &amp; Weekend</b> rentals include the Courtroom, Harrison Room, Lobby, Groom's Room, Bridal Suite, tables, and chairs for <u>8 hours</u> . Renters may add up to 2 additional hours for \$350 each. Pricing excludes Holidays.	<b>Thursday</b>	<i>4pm-12am</i>	<b>\$1,700</b>
	<b>Friday</b>	<i>4pm-12am</i>	<b>\$2,900</b>
	<b>Saturday</b>	<i>after 2pm</i>	<b>\$3,900</b>
	<b>Sunday</b>	<i>anytime</i>	<b>\$2,900</b>

*Effective 1.1.20*

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### How to Book A Date

Please complete the Booking Contract and House Rules online or in this packet. We will send you an online invoice for the Booking Deposit (50% of the Rental Rate). Once the invoice is paid, you will be booked. The remainder, including fees, is due 90 days prior to the event. Payment is due in full at the time of booking if your event is within 90 days or the rental rate is under \$1,000. The booking deposit is not refundable.

### Damage Deposit

A refundable Damage Deposit is due for all rentals. Deposits will be refunded if the building is clean, trash removed, chairs and tables properly stored, and all rules followed. Any overages in time and/or damage caused by guests or vendors will be taken out of the Damage Deposit.

- **Weekday Rentals (9am-4pm):** \$250 due in cash the day of.
- **Evening and Weekend:** \$500 (with a preferred caterer) or \$1,000 (without a preferred caterer) due 90 days prior in cash, check, or money order.

### Police Fee

A Police Officer is required to be on site whenever alcohol is served. We will hire a uniformed off-duty Police Officer to be here from cocktail hour to last call. The fee is \$50 per hour for a minimum of 3 hours.

### Rehearsals

A one hour Rehearsal is included. Rehearsals are scheduled 90 days prior and are scheduled around other events. In general, weekday rehearsals are scheduled from 3pm-4pm Monday -Friday. Rehearsals on Saturday are usually scheduled from 1pm-2pm. All rehearsal times are subject to change.

### Alcohol

Renters may provide their own alcohol however, it must be served by licensed/insured servers. Our preferred caterers can provide bar setup and service. Alcohol and other non-perishable items may be delivered on Friday at 9am or during your 1 hour rehearsal. Items will be locked in 1 of 3 storage closets. All items must be removed by the end of the rental. DHC is not responsible for any items left in the building overnight.

### Guest Parking

All guest parking is public parking. There are 300 metered spaces (free after 6pm) and 2,200 deck/lot spaces. Below is a list of convenient public parking decks.

- **DeKalb County Courthouse** - 125 W Trinity Pl Decatur, GA 30030
- **One West Court Square** - 158 W Ponce de Leon Ave Decatur, GA 30030
- **Town Center** - 546 Church St Decatur, GA 30030

### Hotels

- **Courtyard Atlanta Decatur/Emory** - 130 Clairemont Ave Decatur, GA - 404.371.0204
- **Hampton Inn & Suites Atlanta/Decatur/Emory** - 116 Clairemont Ave Decatur, GA - 404.377.6360

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# Historic DeKalb Courthouse

## Preferred Caterers

Our Preferred Caterers are excellent and will assist with setup, room-flip, breakdown, cleanup, bar set-up, and bar service. We strongly encourage renters to choose a caterer from our list. However, renters may select any licensed and insured caterer. In addition to the \$1,000 Damage Deposit, there is a \$1,000 non-refundable catering fee if an off-list caterer is used. All off-list Caterers must attend a site visit, provide a signed copy of our House Rules, a current business license, and a certificate of liability insurance listing DHC as a certificate holder. All documents must be received 90 days prior. The DeKalb History Center reserves the right of final approval.

### **Avalon Catering**

www.avaloncatering.com  
Laura Carter (404) 728-0770  
laura@avaloncatering.com

### **Avenue Catering Concepts**

www.avenue-catering.com  
Spencer Clark (770) 578-1110  
spencer@avenue-catering.com

### **Bold American**

www.boldamerican.com  
Ashley Ulloque (678) 302-3266  
aulloque@boldamerican.com

### **Endive Fine Catering**

www.endiveatlanta.com  
Stephanie and Julia (404) 504-9040  
stephanie@endiveatlanta.com

### **Farm Burger**

www.farmburger.net  
Sarah Gentilini (404) 808-5624  
catering@farmburger.com

### **Fox Brothers Bar-B-Q**

www.foxbrosbbq.com  
Katherine McIntosh (404) 414-0826  
catering@foxbrosbbq.com

### **Gotta Have it Catering**

www.ghifood.com  
Vince Marra (404) 936-8987  
vjustus@yahoo.com

### **Legacy Catering & Events**

www.legacycateringandevents.com  
Amy Rhodes (404) 698-4710  
arhodes@lvmgt.com

### **LowCountry Catering**

www.lowcountrycatering.net  
Jessica Brown (404) 835-5350  
jessica@lowcountrycatering.net

### **Oakhurst Market**

www.oakhurstmarket.com  
Paula Connor (678) 732-3109  
paula@oakhurstmarket.com

### **Party Execs**

www.partyexecs.com  
Kenna Scott (404) 963-5924  
info@partyexecs.com

### **Phenomenal Foods by Chef Holly**

www.phenomenalfoodbychefholly.com  
Crystal Hutchinson (770) 847-0979  
crystal@phenomenalfoodbychefholly.com

### **Soiree Catering & Events**

www.soireecateringatlanta.com  
Larry Couzens (404) 467-1699  
info@soireecateringatlanta.com

### **Sun in my Belly**

www.suninmybelly.com  
Max LeBlanc (404) 370-0856  
maxleblanc@suninmybelly.com

### **Zest Atlanta**

www.zestatlanta.com  
Hannah Harris (678) 977-3964  
hannah@zestatlanta.com

*Effective 1.1.20*

# Historic DeKalb Courthouse

## House Rules

1. No Smoking inside the building.
2. Renter/Caterer is responsible for clean-up which includes proper handling/stacking of tables and chairs; checking restrooms, porches, and entrances for trash; wiping up all spills; and removing all items related to the function from the premises. Renter/Caterer guarantees that the facility will be restored to its original condition following the event. All components of the facility must be in working order and free of damage.
3. All trash must be removed from the premises. We do not have a dumpster. Renter/Caterer must supply large trash cans and trash bags for garbage removal.
4. The DHC catering kitchen is a warming kitchen only. The use of fryers or any other external equipment requiring ventilation is prohibited.
5. All walk-throughs/visits must be scheduled with the DHC rental coordinator.
6. Renter/Caterer is responsible for all set-up & break-down including all tables & chairs.
7. DHC is not responsible for any items left behind.
8. Unless additional hours are purchased, the renter has a 4 or 8 hour time block.
9. Our building attendant is required to be onsite during the entire rental period. The attendant will open and close the building and set the alarm.
10. A Police Officer is required whenever alcohol is served. DHC will arrange for a uniformed off duty Police Officer; this fee is \$50 per hour (3 hour minimum).
11. **Nothing may be attached to any surface inside or outside the Courthouse. Including (but not limited to) command hooks, tape, adhesive of any kind, screws, or nails.**
12. All candles must have enclosed flames. Votives and hurricanes are acceptable.
13. **NO SPARKLERS**, confetti, rice, glitter, or hand-held candles may be used inside OR outside.
14. Alcohol is permitted. Compliance with state and local laws is the sole responsibility of the Renter.
15. A Wheelchair accessible entrance is located in the basement. Wheelchair accessible restrooms are located in the lobby and upstairs.
16. Do not overload the Elevator; capacity is 2,000 lbs. Do not drop, sweep, or spill items near the elevator. Dropping debris or liquid into the gap between the elevator and the floor will damage the operating equipment.
17. The piano may be used but must remain in alcove. Renter is responsible for tuning.
18. Use of the building applies to indoor use only. DHC has no responsibility for or control over the exterior, which is public space.
19. The DHC does not provide WIFI.
20. Weekday weddings (9am-4pm) are limited to 50 people max. No food or drink permitted.
21. Renters agree to follow the policies & procedures outlined in the Facility Information Packet.
22. HAVE FUN!

Signature

Date

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# Historic DeKalb Courthouse

## Booking Contract

**Staff Use Only**

Today's Date \_\_\_\_\_  
Rental Date \_\_\_\_\_

Rental Fee	_____
Booking Deposit	_____
Paid Via	_____
Date	_____

*This date is not reserved until this signed application and booking deposit have been received.  
A facility usage contract further explaining our House Rules and fees will follow.*

Function \_\_\_\_\_

Person responsible for Rental \_\_\_\_\_

Address \_\_\_\_\_

City, ST Zip \_\_\_\_\_

Best Phone \_\_\_\_\_ 2nd Phone \_\_\_\_\_

Email \_\_\_\_\_

Caterer (if known) \_\_\_\_\_

8 Hour Time Block (if known) \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Person paying Booking Deposit (if different) \_\_\_\_\_

**\* I have read, and agree to abide by the House Rules of the Historic DeKalb Courthouse. I also understand that the setup for a Friday event can NOT start until 4pm. I understand that the booking deposit is 100% non-refundable. (please initial)** \_\_\_\_\_

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DHC Signature

\_\_\_\_\_  
Date

**\* To book, return this form and a signed copy of the House Rules to [donaldson@dekalbhistory.org](mailto:donaldson@dekalbhistory.org) or fax it to (404)373-8287. Once the forms are received, I will send you an online invoice for the booking deposit (50% of the rental rate). Once paid, you will be booked. Thanks so much!**

*Effective 1.1.20*