

Historic DeKalb Courthouse

Ceremony & Reception

Nestled in Decatur, GA, just a stone's throw from Atlanta, the Historic DeKalb Courthouse stands as an impeccable venue for all occasions. Whether you're envisioning a wedding ceremony, reception, rehearsal dinner, holiday soirée, fundraiser, or any other special event, our venue sets the stage for memories that last a lifetime. With its timeless marble walls and elegantly arched windows, the Courthouse provides a picturesque backdrop for your historic occasion. Let us help you bring your vision to life in this iconic setting, where every moment is filled with charm and significance.



All ceremony and reception rentals include exclusive access to the Courtroom, Harrison Room, Lobby, Groom's Room, and Bridal Suite for eight hours. Typically, the first two hours are allocated for setup, while the final hour is dedicated to cleanup. The remaining five hours can be tailored to accommodate your ceremony, cocktail hour, and reception needs. During the event, guests transition seamlessly from ceremony to cocktail hour, allowing for a room flip in the Courtroom while attendees enjoy refreshments in the Lobby. To ensure smooth execution, many renters opt to enlist the services of one of our Preferred Caterers, who handle setup, flipping the room, and breakdown/cleanup, allowing you to relax and enjoy your special day to the fullest.

Amenities:

- **White Folding Chairs:** Included at no additional cost.
- **Gold Chiavari Chairs with Ivory Cushions:** Upgrade available for an additional \$500.
- **Tables:** Round, rectangular, and highboy tables provided.
- **Baby Grand Piano:** Available for use during your event.
- **Reserved Parking:** Enjoy two reserved parking spaces for your convenience.
- **Spacious Bridal Suite:** A dedicated space for the bride & her party to prepare & relax.
- **Private Groom's Room:** A separate area for the groom and his party to get ready.
- **Walkable Location:** Conveniently situated within walking distance of hotels and restaurants, perfect for your guests' comfort and enjoyment.
- **Rehearsal:** One hour rehearsal included at no additional cost



Effective 6.1.24

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Ceremony and Reception - Rental Fees				
Monday-Wednesday	4pm-12am	8 Hours	150 People Max	\$1,900
Thursday	4pm-12am	8 Hours	150 People Max	\$2,100
Friday	4pm-12am	8 Hours	150 People Max	\$3,300
Saturday	After 2pm	8 hours	150 People Max	\$4,300
Sunday	Anytime	8 Hours	150 People Max	\$3,300

Ceremony and Reception - Additional Fees		
Damage Deposit	A refundable Damage Deposit is due 90 days prior in cash, check, money order, or Zelle (\$15 fee applied to all Zelle payments). This deposit will be returned to you if the venue is left in good condition, including cleanliness, proper storage of chairs and tables, and adherence to all rules. Any additional fees incurred due to overages in time or damages will be deducted from the Damage Deposit.	Preferred Caterer \$500 Off-list Caterer \$1,000
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 present from cocktail hour to last call, with a minimum requirement of 3 hours. This fee can be paid along with the Damage Deposit via cash, check, money order, or Zelle.	\$50 per hour
Holiday Rates	<i>*in addition to the regular rental fee</i>	\$1,000
Transfer Fee	<i>*a one time transfer is permitted, no transfers within 90 days</i>	10%

Ceremony and Reception - Extra Add Ons		
Additional Hours	*per hour	\$350
Gold Chiavari Chairs	<i>*Setup and breakdown NOT included</i>	\$500
Off-list Caterer Fee	<i>*non-refundable fee to use a caterer that is not on our list</i>	\$1000

To book your date, simply complete the Booking Contract online. Once submitted, we'll send you an online invoice for the Booking Deposit, which amounts to 50% of the Rental Fee. Once this invoice is paid, your booking will be confirmed. The remaining balance, including any additional fees, is due 90 days prior to your event date. If your event is within 90 days of booking or the rental fee is under \$1,000, full payment is required at the time of booking. Please note that the booking deposit is non-refundable.

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Our Preferred Caterers are excellent and will assist with setup, room-flip, breakdown, cleanup, bar setup, 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.



Preferred Caterers

Avalon Catering
Bold Catering and Design
District Events and Catering
Endive Fine Catering
Fox Bros Catering
Gotta Have It Catering
Oakhurst Market
Party Execs
Phenomenal Foods by Chef Holly
Simply Sated by Chef Tessa
Sun In My Belly
Zest Atlanta Catering

Rehearsals

A one-hour rehearsal is included and scheduled 90 days in advance, around other events. Weekday rehearsals are generally from 3pm-4pm, Monday to Friday. Saturday rehearsals are typically from 1pm-2pm. All rehearsal times are subject to change.

Alcohol and Décor Storage

Renters may bring their own alcohol, which must be served by licensed and insured servers. Our preferred caterers offer bar setup and service. Alcohol and non-perishable items can be delivered 30 minutes before the rehearsal and stored in one of three locked closets. All items must be removed by the end of the rental period. DHC is not responsible for items left in the building.

Parking

Two reserved parking spaces on Ponce De Leon Avenue are included in your rental. For your guests' convenience, public parking options are available nearby. With over 2,000 deck spaces currently available, parking shouldn't be an issue. Here are two convenient public parking decks that we recommend:

- **DeKalb County Courthouse Parking Deck:** 125 W Trinity Pl \$6 rate
- **One West Court Square Parking Deck:** 158 W Ponce de Leon Ave
Email: onestcourt@peakparking.com to inquire about a special \$5 rate

Hotels

Less than a block away, stand two fantastic hotels, making your and your guests' stay even more comfortable and accessible. Book a suite for yourselves to enjoy alongside your guests.

- **Hampton Inn & Suites Atlanta/Decatur/Emory:** 116 Clairemont Ave
- **Courtyard Atlanta Decatur/Emory:** 130 Clairemont Ave

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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. No trash in outside cans!**
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 an eight 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. NO FLOOR WRAPS!**
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. **Do not HOLD elevator door open or place object in front of door.**
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. DHC does not provide any carts or dollies.
21. Renters agree to follow the policies & procedures outlined in the Facility Information Packet.
22. **Failure to follow these House Rules will result in the lose of your damage deposit in full.**

Signature _____

Date _____

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