

# Historic DeKalb Courthouse

## Ceremony Only

Located in Decatur, the Historic DeKalb Courthouse sets the stage for unforgettable wedding ceremonies. With its stunning historic marble interior, it provides a timeless backdrop for couples with a wedding of any size. Plus, its prime location offers easy access to surrounding restaurants, bars, and hotels, ensuring your intimate celebration is nothing short of perfect.

### Amenities:

- **White Folding Chairs:** Included at no additional cost.
- **Gold Chiavari Chairs w/ Ivory Cushions:** Upgrade available for an additional \$250.
- **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.



Our affordable Ceremony packages offer exclusive access to the entire second floor of the Courthouse. The highlight? The Courtroom itself, boasting historic marble walls, terrazzo floors, and elegant arched windows—a dream setting for your intimate ceremony. Choose from flexible two, four, and six hour time-blocks to suit your needs, with varying guest counts permitted. All packages include access to the Courtroom, Groom's Room, Bridal Suite, and use of our tables and chairs (setup and breakdown not included). While we don't allow food or drink on-site, fear not! We're steps away from Decatur Square's vibrant dining scene. Let us help you discover the perfect local spot to continue the celebration after your Ceremony.



*Effective 5.1.25*

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| Ceremony Only - Rental Fees   |          |         |               |               |
|---|----------|---------|---------------|---------------|
| Monday-Thursday   | 9am-3pm  | 2 Hours | 10 People Max | <b>\$450</b>  |
| Monday-Thursday   | 9am-3pm  | 4 Hours | 25 People Max | <b>\$950</b>  |
| Monday-Wednesday  | 4pm-10pm | 6 Hours | 50 People Max | <b>\$1450</b> |
| Thursday  | 4pm-10pm | 6 Hours | 50 People Max | <b>\$1650</b> |
| <i>* Friday and Sunday options below are only available within 90 days of the event</i> |          |         |               |               |
| Friday  | 4pm-10pm | 6 Hours | 75 People Max | <b>\$1900</b> |
| Sunday  | Anytime  | 6 Hours | 75 People Max | <b>\$1900</b> |

| Ceremony Only - Additional Fees |  |  |
|---------------------------------|--|--|
| <b>Damage Deposit</b>           | 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.<br><i>***** \$250 deposits are due in cash the day of the event.</i> | Mon-Thurs<br><b>\$250</b><br><br>Fri & Sun<br><b>\$500</b> |
| <b>Holiday Rates</b>            | *add to regular rental fee (holiday dates are marked on calendar)  | <b>\$1000</b>  |
| <b>Transfer Fee</b>             | *a one time transfer is permitted, no transfers within 90 days   | <b>10%</b>   |

| Ceremony Only - Extra Add Ons |                                   |              |
|-------------------------------|-----------------------------------|--------------|
| <b>Additional Hours</b>       | *per hour                         | <b>\$250</b> |
| <b>Gold Chiavari Chairs</b>   | *Setup and breakdown NOT included | <b>\$250</b> |

**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.

### Rehearsals

We're pleased to offer one-hour rehearsals upon request, during business hours. This allows you to familiarize yourself with the venue and ensure everything runs smoothly on your big day. Just let us know when you'd like to schedule your rehearsal, and we'll be happy to accommodate you.

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Situated in the heart of vibrant Downtown Decatur, the Historic DeKalb Courthouse is surrounded by an array of charming restaurants that could serve as the ideal reception venue for your celebration. Many of these fantastic establishments are just a short stroll away from the Courthouse, making them very convenient for you and your guests. Allow us to assist you in finding the perfect place to continue the festivities after your ceremony. Whether you're craving gourmet cuisine, cozy ambiance, or something in between, we'll help you discover the ideal spot to make your post-ceremony celebration truly unforgettable.



### 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: [onewestcourt@peakparking.com](mailto:onewestcourt@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

### Local Restaurants

Belen Bistro  
Café Alsace  
Café Lily  
Casa Balam  
Deer and Dove  
Folk Art  
Kimball House  
La Chiquiada  
Leon's Full Service  
No 246  
O'Sullivan's  
Parkers On Ponce  
Raging Burrito  
Sapori Di Napoli  
Siam Thai  
Sushi Avenue  
The Iberian Pig  
Three Taverns  
Twains Brewpub  
Victory Sandwich Bar  
Wahoo! Grill  
White Bull  
Wild Heaven Brewery



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1. No Smoking inside the building.
2. No food or drink allowed during Ceremony Only Rentals.
3. Renter 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 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.
- 4. All trash must be removed from the premises. We do not have a dumpster. Renter must supply large trash cans and trash bags for garbage removal. No trash in outside cans!**
5. All walk-throughs/visits must be scheduled with the DHC rental coordinator.
6. Renter 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 two, four or six 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. 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!**
11. All candles must have enclosed flames. Votives and hurricanes are acceptable.
- 12. NO SPARKLERS, confetti, rice, glitter, or hand-held candles may be used inside OR outside.**
13. A Wheelchair accessible entrance is located in the basement. Wheelchair accessible restrooms are located in the lobby and upstairs.
14. 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.**
15. The piano may be used but must remain in alcove. Renter is responsible for tuning.
16. Use of the building applies to indoor use only. DHC has no responsibility for or control over the exterior, which is public space.
- 17. The DHC does not provide WIFI.**
18. Ceremony rentals are strictly limited to 10, 25, 50, or 75 guests depending on your individual contract.
19. DHC does not provide any carts or dollies.
20. Renters agree to follow the policies & procedures outlined in the Facility Information Packet.
- 21. Failure to follow these House Rules will result in the loose of your damage deposit in full.**

Signature

Date

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