

# Historic DeKalb Courthouse

## Corporate Events

The Historic DeKalb Courthouse in Decatur, GA, is an exceptional venue located just a short distance from Atlanta. This venue is perfect for a wide range of events, including holiday soirées, fundraisers, galas, seminars, conferences, and more. Its classic marble walls and elegantly arched windows provide a stunning backdrop, making any occasion truly memorable. Situated in a prime location, the Courthouse offers convenient access to nearby restaurants, bars, hotels, and public transportation, including connections to and from the airport and the greater metro Atlanta area. The Historic DeKalb Courthouse is an ideal choice for creating lasting memories in a charming and significant setting. Let us help you bring your vision to life in this iconic venue.



All eight-hour corporate rentals at the Historic DeKalb Courthouse include exclusive access to the Courtroom, Harrison Room, Lobby, Conference Room, and Changing Suite. Typically, the schedule is structured with the first two hours reserved for setup and the final hour for cleanup, leaving five hours for your event. To ensure a smooth and seamless event, many renters choose to work with one of our Preferred Caterers. These caterers take care of setup, room transitions, and breakdown/cleanup, allowing you to relax and fully enjoy your event without any worries.

### 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.
- **Private Changing Suite:** A dedicated space for the event hosts or performers to prepare & relax.
- **Private Meeting Area:** A small conference room for breakout groups, or meeting space.
- **Walkable Location:** Conveniently situated within walking distance of public transportation, hotels, and restaurants, perfect for your guests' comfort and enjoyment.
- **Dedicated Storage Space:** Locked storage areas for event items to be delivered and stored prior to your event day.



*Effective 3.1.26*

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Corporate - Rental Fees				
Monday-Thursday	9am-3pm	4 Hours	25 People Max	\$950
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

Corporate - Discounts	
501(c)3	50% Discount on any Monday-Friday evening event
Within 90 Days	25% Discount on any evening event booked <i>*must use a preferred caterer</i>

Corporate - Additional Fees		
Damage Deposit	A refundable Damage Deposit is due 90 days prior in cash, check, money order, or Zelle (\$20 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 <b>\$500</b> Off-list Caterer <b>\$1,000</b>
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.	<b>\$55</b> per hour
Holiday Rates	<i>*in addition to the regular rental fee</i>	<b>\$1,000</b>
Transfer Fee	<i>*a one time transfer is permitted, no transfers within 90 days</i>	<b>10%</b>

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

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Our **Preferred Caterers** provide exceptional service and will assist with set-up, room transitions, breakdown, cleanup, and bar service—ensuring a seamless experience from start to finish. While clients are welcome to select any licensed and insured caterer, we strongly encourage choosing from our preferred list for the smoothest event execution. All food served at DHC must be prepared and served by licensed and insured caterers.

If a caterer outside our preferred list is selected, a \$1,000 non-refundable catering fee will apply in addition to the \$1,000 Damage Deposit. Off-list caterers are required to complete a site visit and submit the following at least 90 days prior to the event:

- A signed copy of our House Rules
- A current business license
- A certificate of liability insurance listing DHC as a certificate holder

**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. Booking deposit is non-refundable.

**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 (by appt) 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:* [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

### Preferred Caterers

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

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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 \$55 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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