**Historic DeKalb Courthouse**

**Event Questionnaire**

We need this information to edit your invoices and to insure a smooth and stress-free event. Unless you have paid for additional time, the rental fee only allows for 4 hours (weekday) or 8 hours (evenings and weekends) of building use. Access to the Historic DeKalb Courthouse starts at the beginning of the 4 or 8 hour time block you list on this form.

**Renter Name:**

**Event Date:**

**When will your 4 or 8 hour time block begin?**

*(No one will have access to the building until this time.)*

**When will your 4 or 8 hour time block end?**

*(Everyone, including vendors, must exit the building at this time.)*

**Who is your Caterer?**

**Will you be serving alcohol?** **[ ]  Yes** **[ ]  No**

**If yes, what hours will the bar be open?**       *(3 hour minimum)*

*(This is the time we will schedule a Police Officer.)*

**Are you planning on having a rehearsal here?** **[ ]  Yes** **[ ]  No**

**If so, which date & time do you prefer?**

*(We will do our best accommodate your Rehearsal requests.)*

**Where should we mail your Damage Deposit refund?**

*(If applicable, we return the Damage Deposit within 30-45 business days after your event.)*