

DeKalb History Center Event Questionnaire

DeKalb History Center needs this information to insure we can accommodate your vendors and have the building open on time for your event. We are not responsible for coordinating your vendors. Unless you have paid for additional time, the rental fee only allows for 8 hours of building use. Access to the Historic DeKalb Courthouse starts at the beginning of the 8 hour time block you list on this form. The time block listed below can be different from the times you originally requested on your rental contract.

Renter Name:

Event Date:

When will your 8 hour time block begin?

(This is the time we will unlock the building. No one will be able to enter the building until this time.)

When will your 8 hour time block end?

(This is the time we will lock the building. Please factor at least an hour after guests depart for clean-up.)

Which caterer will you be using?

What other vendors will be on site?

Will you be serving alcohol?

Yes No

If yes, what hours will the bar be open?

(3 hour minimum)

(This is the time a police officer will be scheduled. Please remember there are no cash bars allowed)

Do you have any deliveries?

(All deliveries must be approved two weeks prior to the event. The delivery area allows for 3 vehicles at a time so please stagger the delivery times. The City of Decatur does not allow vehicles to park on sidewalks.)

Are you planning on having a rehearsal here?

Yes No

If yes, which date & time do you prefer?

(We will do our best accommodate your rehearsal requests.)

Has your Mailing Address changed?

Yes No

If yes, what is your new Mailing Address?

(Please refer to your invoices to confirm the address we have on file. If applicable, we return the Security Deposit this address within 30-45 business days after your event.)