

Old Courthouse on the Square

Facility Information

Whether your event requires a grand room or a charming and intimate space, the *Old Courthouse on the Square* in downtown Decatur offers an elegant setting for your entertaining needs.

Offering the Old Superior Courtroom, Harrison Room, and Grand Lobby, your guest will feel like they have stepped back in time. The Old Superior Courtroom features elegant marble walls, terrazzo floors, and beautiful arched windows. This beautiful space is ideal for wedding ceremonies and receptions. The Harrison Room is a warm, soft space with plenty of daylight which adds to the ambiance. The charming atmosphere of this room makes it a popular choice for ceremonies, rehearsal dinners, luncheons, and meetings.



Rental Area Dimensions and Capacity

Old Superior Courtroom: 56' x 47'

Capacity: 150 seated, 250 reception

Harrison Room: 34' X 21'

Capacity: 50 seated, 75 reception

Grand Lobby: 32' x 32'

Capacity: 50-75 reception

Tables and Chairs

At no additional cost, we provide 300 maroon ballroom chairs, 200 white folding chairs with padded seats, 60" and 48" round tables, 6' and 8' rectangular tables, and 4 highboy tables.

Extra Amenities

- Spacious bridal suite with private bath and kitchenette
- Groom's Room
- Grand Piano available for use at no additional cost
- Two dedicated parking spaces located directly in front of the Old Courthouse reserved for the renter's use when requested

Parking

The *Old Courthouse on the Square* is conveniently located in downtown Decatur and parking is available at the following locations:

- One Decatur Town Center (behind Parker's Restaurant) special arrangements may be made ahead of time by contacting Denise Magio at 404-378-6546
- Holiday Inn Select Decatur parking lot off of Clairemont or Commerce Drive
- Wachovia Commerce Plaza/Decatur Renaissance deck off of N. Candler Street

The Bandstand may be rented through the City of Decatur at 404-371-8386



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Facility Rental Rates

Weekday Rentals

Monday–Thursday 8a.m.–5p.m.

Harrison Room: \$85 per hour

Old Superior Courtroom: \$150 per hour

Weekday Evening Rentals

Monday–Thursday 4p.m.–12a.m.

Old Superior Courtroom/Harrison Room/Grand Lobby: \$1,200

*The Old Courthouse on the Square does not rent individual rooms for evenings.

*Hourly rates available upon request.

Weekend Rentals

Old Superior Courtroom/Harrison Room/Grand Lobby:

Friday 4p.m.–12a.m.: \$1,800

Saturday (8 hour block): \$3,000

Sunday (8 hour block): 1,500

*The Old Courthouse on the Square does not rent individual rooms for weekends.

*Rental rate includes use of the tables and chairs. An initial deposit of 1/2 the rental fee is required upon booking with return of your application to hold the date.

Remainder of balance is due 60 days before the event.

*There is a \$5,000 minimum on rentals for holidays and any other day that the DeKalb History Center is regularly closed. \$6,000 minimum for New Year's Eve.

101 East Court Square • Decatur, Georgia 30030
404.373.1088 • www.dekalbhistory.org



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Policies & Procedures

Booking Deposit

The booking deposit equals one half of the rental and is required to hold the date. Fee is payable to the DeKalb History Center.

Cancellation

The booking deposit is not refundable.

Damage Deposit

A Damage Deposit of \$300 is required 60 days prior to the event. If the building is left in a clean and orderly state (trash removed, chairs/tables taken down and all rules observed) the \$300 fee will be returned within 30 days. You are responsible for any damage done by your guests or catering during the rental if damages exceed \$300.

Payment

The remainder of the rental fee, refundable damage deposit and catering and attendant fees (if applicable) are due 60 days prior to the event.

Catering

The Caterers on our Preferred Caterer are highly recommended and are familiar with the building and our House Rules. Renters may select any licensed/insured caterer or vendor to provide services for their event. The DeKalb History Center reserves the right of final approval, exercisable in its sole discretion, of all caterers or vendors.

Caterers not on the Old Courthouse Preferred Caterer List must provide a certificate of insurance and business license. These documents must be received 30 days prior to the event or DHC may reject use of this caterer. There is an additional \$500 fee if a non-preferred caterer is used.

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Preferred Caterers

Affairs to Remember Catering

Chris McKinstry
2316 DeFoor Hills Road
Atlanta, GA 30318
www.affairs.com

Avante Catering

Bailey Matthews
2800 Canton Road, NE
Marietta, GA 30062
(770) 427-0145
www.avantecatering.com

Avenue Catering Concepts

Courtney Lukow
736 Johnson Ferry Road, Suite A-4
Marietta, GA 30068
Office: (770) 578-1110
Voice Mail: (770) 217-0056
Courtney@avenue-catering.com

Bold American Food Company

Jacqueline Sutej
887 West Marietta St., Studio K-102
Atlanta, GA 30318
(404) 815-1178
www.boldamerican.com

Badda Bing

Tanya Tveit
406 Church Street
Decatur, Ga. 30030
404-918-8386
www.baddabing.net
baddabingcatering@yahoo.com

Carole Parks Catering Inc.

Karleen Ferguson
494 Plasters Ave.
Atlanta, GA 30324
(404) 872-1999

Endive Fine Catering

Susan Roberson or Kin Ferguson
404.504.9040
1468 Mecaslin St
Atlanta, GA 30309
404.504.9040
www.endiveatlanta.com

Low Country Barbecue

Jeni Dubard
2000 South Pioneer Dr.
Smyrna, GA 30082
404-835-5342 (Desk)
jeni@lowcountrybbq.com
www.lowcountrybbq.com

Soiree Catering & Events

Kate Sasnett
1281 Collier Road NW
Atlanta, GA 30318
404-467-1699
www..soireeatlanta.com
kate@soireeatlanta.com

Sun in my Belly

Max LeBlanc
2161 College Avenue
Atlanta, GA
maxlebland@suninmybelly.com
www.suninmybelly.com

Recommended Vendors:

Active Production and Design. Inc.

www.activeproductionanddesign.com

404-633-3527

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House Rules

1. NO SMOKING inside the building, by county ordinance.
2. RENTER/CATERER is responsible for CLEAN-UP which includes proper handling and stacking of tables and chairs; checking restrooms, porches, and entrances for bottles, cans, glasses and cups; wiping up all spills; removing all items related to the function from the premises. RENTER/CATERER guarantees that the Old Courthouse facilities will be restored to their 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. RENTER/CATERER must supply large trash cans for trash/garbage removal.
4. BUILDING ATTENDANT IS REQUIRED from one hour before your guests arrive until the conclusion and clean-up of your event. The attendant will lock up and set the building alarm. DHC will arrange for the building attendant at an hourly rate (if applicable).
5. ALL FUNCTIONS MUST END AT MIDNIGHT (does not include caterer's clean up time). Special times can be arranged but require additional security and permission.
6. Items left by Renter, Caterer, or anyone associated with the event are not the responsibility of DHC.
7. RENTER/CATERER is responsible for SET-UP/BREAKDOWN of all tables and chairs. (A service is available for set-up and can be arranged for a fee.)
8. Nothing may be hung, stapled or taped to the walls.
9. ALL CANDLES must have covering globes. Votives are acceptable.
10. NO CONFETTI OR RICE may be thrown inside or outside the building. NO HAND-HELD CANDLES OR SPARKLERS may be used inside or outside the building. BIRDSEED, ROSE PETALS or BUBBLES may be used outside only, away from the Courthouse steps. PLEASE DISTRIBUTE TO GUESTS OUTSIDE, NOT INSIDE THE BUILDING.
11. All publicity, invitations or announcements must reflect the name as OLD COURTHOUSE ON THE SQUARE .
12. Note the location of all Fire Extinguishers.
13. ALCOHOL is permitted and compliance with applicable state and local laws is the sole responsibility of the Renter.
14. HANDICAPPED ACCESS is available on the basement level. Handicapped restrooms are located on the lobby level.
15. ELEVATOR must not be overloaded; capacity is 2,000 lbs.
16. The PIANO may be used but must remain in alcove. RENTER is responsible for tuning. Staff must approve use.
17. Computer sets AIR-CONDITIONING.
18. Use of the building applies to INDOOR USE ONLY. DHC has no responsibility for or control over the outside public space.



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Application

Date: _____

Rental Date: _____

*This date is not reserved until this application and booking deposit have been received

Name: _____

Type of Function: _____

Person Responsible for renting/use: _____

Address: _____ City: _____

State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

Name of Caterer: _____

Anticipated Attendance: _____

Event Time: _____ A.M./P.M (circle one) To _____ A.M/P.M

I have read and agree to abide by the House Rules and Policies & Procedures of the DeKalb History Center as they apply to use of the Old Courthouse on the Square.

MAKE CHECK PAYABLE TO: DEKALB HISTORY CENTER

Renter Name (please print)

Date

Renter Signature

Staff: DeKalb Historical Society

Date

Staff Signature

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For Staff Use

Rental Fee _____ Booking Deposit _____

Damage Deposit _____ Attendant Fee _____

Caterer Fee _____

Balance _____ Due Date _____

Facility Space Reserved:

Courthouse Courtroom Harrison Room Lobby

Insurance _____

Reserved Time: _____ to _____