

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 guests will feel like they have stepped back in time. The Old Superior Courtroom features elegant marble walls, terrazzo floors and beautiful arched windows. This sumptuous space is ideal for wedding ceremonies and receptions. The Harrison Room is a warm, soft space with plenty of daylight and hardwood floors. The charming atmosphere of this room makes it a popular choice for 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" & 48" round tables, 6' & 8' rectangular tables & 4 highboy tables. We do not provide linens.

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 which are 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:

- DeKalb County Courthouse parking deck on the corner of W. Trinity and Commerce
- 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, call 404-371-8386 for info.

Packet updated April 1, 2011

Old Courthouse on the Square

Facility Rental Fees

Weekday Rentals

Monday through Thursday from 9 am – 5 pm
We do not rent individual rooms on evenings or weekends.

Harrison Room: \$85 per hour

Old Superior Courtroom: \$150 per hour

Weekday Evening Rentals

Monday through Thursday from 4 pm – 12 midnight

Old Superior Courtroom/Harrison Room/Grand Lobby: \$800

Weekend Rentals

Old Superior Courtroom/Harrison Room/Grand Lobby:

Friday (4 p.m. – 12 a.m. or 5 p.m.–1 a.m.): \$2,000

Saturday (8 hour block): \$3,200

Sunday (8 hour block): \$1,700

The rental time for a weekend event is eight hours, including time for set-up and clean-up. Weekend rental fees include the Building Attendant. Additional hours may be purchased at the overtime rate of \$325, which includes the Building Attendant fee.

Rental fees include use of the tables and chairs.

An initial deposit of one-half of the rental fee is required with the return of your signed application to hold the date.

The remainder of balance, including fees, is due 60 days before the event.

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

Old Courthouse on the Square

Policies

Booking Deposit

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

Cancellation

The booking deposit is not refundable.
No fees are refundable within 60 days of the event.

Security Deposit and Damages

A Security Deposit of \$500 is required 60 days prior to the event. If the building is left in a clean and orderly state (trash removed, chairs and tables properly stored and all rules followed) the \$500 deposit will be returned within 45 days. The renter is responsible for any damages done by your guests or caterers and any overages in rental time or attendant fees.

Payment

The remainder of the rental fee, the refundable security deposit, the catering fee, and/or police officer fee (if applicable to your event) are due 60 days prior to the event.

Catering

Our Preferred Caterers are highly recommended and are familiar with the building and our House Rules. Renters may select another licensed and insured caterer 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 our Preferred Caterers List must provide a signed copy of our House Rules, a business license and a certificate of insurance listing us as a certificate holder. These documents must be received 60 days prior to the event or DHC will reject use of this caterer.

There is an additional \$1,000 fee if a non-preferred caterer is used.

Old Courthouse on the Square

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 garbage removal.
4. Any desired walk-throughs with the RENTER, their family and/or event professionals (caterers, florists, bands, etc.) MUST be scheduled through DHS staff at a time when the building is not in use.
5. RENTER/CATERER is responsible for SET-UP/BREAKDOWN of all tables and chairs.
6. Items left by ANYONE associated with the event are not the responsibility of DHC.
7. ALL FUNCTIONS MUST END AT MIDNIGHT (your caterer may leave at 1:00 am). Later ending times *may* be arranged with prior approval.
8. Our BUILDING ATTENDANT IS REQUIRED during your entire rental period. The attendant will open and close the building and set the alarm. DHC will arrange for the building attendant. The Building Attendant fee is included in weekend rentals. For other events this fee is \$25 per hour.
9. A POLICE OFFICER is required during any time alcohol is served. DHC will arrange for a uniformed off duty Police Officer; this fee is \$30 per hour.
10. Nothing may be hung, stapled or taped to the walls or chairs.
11. ALL CANDLES must have enclosed flames. Votives are acceptable.
12. NO CONFETTI, RICE, GLITTER or HAND-HELD CANDLES may be used inside or outside the building. Items like BIRDSEED, ROSE PETALS or BUBBLES may be used outside only, away from the Courthouse steps. PLEASE DISTRIBUTE TO GUESTS OUTSIDE, NOT INSIDE THE BUILDING.
13. Note the location of all Fire Extinguishers.
14. ALCOHOL is permitted, and compliance with applicable state and local laws is the sole responsibility of the Renter.
15. HANDICAPPED ACCESS is available on the basement level. Handicapped restrooms are located on the lobby level.
16. ELEVATOR must not be overloaded; capacity is 2,000 lbs.
17. The PIANO may be used but must remain in alcove. RENTER is responsible for tuning. Staff must approve use.
18. **Use of the building applies to INDOOR USE ONLY. DHC has no responsibility for or control over the exterior, which is public space.**

Old Courthouse on the Square

Preferred Caterers

Affairs by Dierdre

Dierdre Anderson

2223 Harmony Lakes Circle
Lithonia, GA 30058
678-526-1350
affairsbydierdre@comcast.net
www.affairsbydierdre.com

Endive Fine Catering

Susan Roberson or Kim Ferguson

1468 Mecaslin St
Atlanta, GA 30309
404-504-9040
www.endiveatlanta.com

Avante Catering

Genell Paine

2800 Canton Road, NE
Marietta, GA 30062
770-427-0145
genell@avantecatering.com
www.avantecatering.com

Gloriosa

Keller Blincoe

655 Highland Avenue, Suite 8
Atlanta, GA 30312
404-523-8077 x 202
kblincoe@gloriosadesign.com
www.gloriosadesign.com

Avenue Catering Concepts

Courtney Lukow

736 Johnson Ferry Road, Suite A-4
Marietta, GA 30068
770-217-0056
Courtney@avenue-catering.com
www.avenue-catering.com

Soiree Catering & Events

Kate Sasnett

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

Badda Bing

Tanya Tveit

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

Sun in my Belly

Max LeBlanc

2161 College Avenue
Atlanta, GA 30307
404-370-0856
maxlebland@suninmybelly.com
www.suninmybelly.com

Bold American Food Company

Jacqueline Carlyle

887 West Marietta St., Studio K-102
Atlanta, GA 30318
404-815-1178
JCarlyle@boldamerican.com
www.boldamerican.com



Old Courthouse on the Square

Contract

Today's Date: _____

For Staff Use

Rental Fee _____ Booking Deposit _____

Rental Date: _____

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

Type of Function: _____

Person(s) responsible for Rental: _____

Address: _____

City: _____ State: _____ Zip: _____

Best Phone: _____ Second Phone: _____

E-mails: _____

Caterer: _____

Anticipated Attendance: _____

Event Time: _____ AM/PM (circle one) To _____ AM/PM

Person paying Booking Deposit: _____

(If different from person responsible for Rental)

I have read and agree to abide by the Policies and House Rules of the DeKalb History Center as they apply to use of the Old Courthouse on the Square. I understand that the booking deposit is non-refundable. _____

Please initial

MAKE CHECKS PAYABLE TO: DEKALB HISTORY CENTER

Renter Name (please print)

Date

Renter Signature

Staff: DeKalb Historical Society

Date

Staff Signature

Please return by email to dhs@dekalbhistory.org or fax 404-373-8287