

# *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



# *Old Courthouse on the Square*

## 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.

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# *Old Courthouse on the Square*

## *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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# *Old Courthouse on the Square*

## *Preferred Caterers*

### *Affairs to Remember Catering*

Chris McKinstry  
2316 DeFoor Hills Road  
Atlanta, GA 30318  
[www.affairs.com](http://www.affairs.com)

### *Avante Catering*

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

### *Bold American Food Company*

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

### *Badda Bing*

Tanya Tveit  
406 Church Street  
Decatur, Ga. 30030  
404-918-8386  
[www.baddabing.net](http://www.baddabing.net)  
[baddabingcatering@yahoo.com](mailto:baddabingcatering@yahoo.com)

### *Carole Parks Catering Inc.*

Whitney Elswick  
494 Plasters Ave.  
Atlanta, GA 30324  
(404) 872-1999  
[www.cparkscatering.com](http://www.cparkscatering.com)

### *DeCuir Catering Inc.*

Davic DeCuir  
770-955-3314  
[www.decuircatering.com](http://www.decuircatering.com)

### *Soiree Catering & Events*

Kate Sasnett  
1281 Collier Road NW  
Atlanta, GA 30318  
404-467-1699  
[www.soireeatlanta.com](http://www.soireeatlanta.com)  
[kate@soireeatlanta.com](mailto:kate@soireeatlanta.com)

### *Skip's Hotdogs and Catering*

48 N. Avondale Road  
Avondale Estates, GA 30002  
404-294-6339

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# *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 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.



# Old Courthouse on the Square

## 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 \_\_\_\_\_