

## **Rules and Regulations for the Use of Licensed Premises**

- First come, first served for dates
- Current per-day rental fees apply for all licenses
- A date may be held for one week with no signed license agreement or down payment. *The client is responsible for notifying staff of their intent to rent the courthouse within one week, as agreed. If staff is not notified, the date will be released for license by others.*
- To secure a date, a license must be signed and one-half of the license fee paid.
- The balance of the license fee, other charges and the damage deposit are due no later than five (5) days before the scheduled event.

### **SET UP AND CHANGEOVER**

- An indoor set up is included as part of the license agreement. This includes the set-up of courthouse tables and chairs only. Set up does not include putting on linens, dishes, decorations, etc. You may use the white folding chairs for outdoor ceremonies free of charge, but staff is not available for set up or put away. The licensee is responsible for setting up and putting away outdoor chairs.
- NO TAPE, TACKS, NAILS, 3M HANGERS, PUTTY or other devices may be used on the courtroom walls, woodwork, doors, etc. Hooks and nails are in place around the doorways and windows for decorating. Tension rods and suction cup hangers may be used in the windows.
- Only the courthouse tables and chairs may be used in the courtroom. No furniture may be brought into the courthouse from rental companies, home, etc.
- Pads must remain on the judge's bench and attorney's tables to protect these antique pieces of furniture.
- Courtroom tables and chairs may not be used outside. The courthouse does have white folding chairs and some tables for outside. Please talk to staff about furniture that may be used outside.
- NO RICE, BIRDSEED, CONFETTI, SILLY STRING OR HELIUM BALLOONS INDOORS OR OUTSIDE.
- If you are holding both a ceremony and reception at the courthouse, you will need a plan for the changeover from a ceremony to reception. If the ceremony is outside, you will need a plan for inclement weather. Please talk to staff.

### **CLEAN UP**

- Caterer is responsible for removing trash and recycling during their kitchen clean-up. Any trash generated after the caterer leaves will be removed by the cleaning staff.
- Licensee must have all decorations, catering items, rental items, personal belongings, etc. out of the building by the pre-arranged time. No exceptions as cleaning staff arrive when the event is over to prepare the building for the next event. If event clean-up does is not completed by the scheduled time, the damage deposit may be kept and additional fees may be charged for security, staff, etc.

## **GENERAL RULES**

- The courthouse is not responsible for personal or rental property before, during or after an event.
- This is a SMOKE-FREE facility. Smoking is not allowed anywhere inside the building.
- Licensee must comply with the posted 200 person occupancy limit.
- Event must conclude by midnight and the client has until 1 a.m. to remove items from the building. If an earlier closing time has been arranged, client must adhere to that time.
- The kitchen is for Food Service only and no cooking or food preparation is allowed in the kitchen. A warming oven, freezer and refrigerator are available for your use.
- Caterers must be licensed.
- State and Local Fire codes apply.
  - a. No flammable substances or materials may be used unless it meets standards.
  - b. No open flames or candelabra. Candles are permitted only if they are enclosed in glass. A unity candle does not have to be enclosed, but does need to be extinguished at the conclusion of the wedding ceremony. No lights or candles are allowed on the courthouse plants.

## **ALCOHOL USE**

- No hard liquor. Alcohol is limited to beer, wine and champagne. No kegs of beer allowed.
- All state and local laws governing alcohol use are applicable.
- Rental client assumes liability for alcohol service and consumption. The courthouse assumes no liability for alcohol service or consumption. You must check with your insurance agent to ensure you have adequate coverage for your event and that the coverage is in the amounts required by Washington County. Washington County now offers an insurance policy to renters. Please talk to staff about purchasing insurance through the courthouse.
- Alcohol consumed outside is limited to the grass and portico areas. No alcohol is allowed beyond the fence and no serving or consumption of alcohol in parking lots or cars is allowed.
- No alcohol service to minors.
- No kegs, pre-mixed drinks, cash bars, open bars or "bring your own alcohol" allowed. You must have someone serving the alcohol.
- Alcohol service must conclude by 11:15 p.m.

## **SECURITY OFFICER**

- A security officer is required for most events. Please talk to staff about security requirements. There is a four-hour minimum for security officers. Security officers are scheduled through the Washington County Sheriff's Office at their established rate. Security officer fees are the responsibility of the rental client.
- The event must conclude at the pre-arranged time to avoid additional security officer fees. The security officer or staff is responsible for locking the building.

## **MUSIC**

- A sound system is included in the rental fee. An iPod, computer or CD player may be used with the sound system. The courthouse will provide wired microphones with the sound system.
- Dancing and dance bands are allowed. Please talk to staff about the size of your band and event before booking musicians.
- Music must conclude by 11:30 p.m. indoors or 10:00 p.m. outdoors.