

HISTORIC COURTHOUSE 651-275-7075

Planning Guide

The license fee includes the use of the courtroom, public areas, grounds, tables, padded banquet chairs for indoor ceremonies and padded white resin folding chairs for outdoor ceremonies. The use of a portable sound system which accommodates an iPod, laptop, CD player and microphones is also included. We have the microphones and CD player for your use.

The kitchen is included in reception rentals, but not “ceremony only” rentals.

Courthouse staff will set up the courtroom before your arrival, according to the diagram you provide. Courthouse staff will also put away the tables and chairs and clean the building following your event.

The licensee must contract all other services and products from outside vendors. All items associated with your event may be delivered after noon on the day of your event and must be removed from the site prior to the scheduled ending time for your event.

Hours of Use: **Friday-Noon to 1a.m. with exclusive use after 4:30pm**
 Saturday-Noon to 1 a.m. with exclusive use after noon
 Sunday-Noon to 1a.m. with exclusive use after 2 p.m.

Events must conclude and guests depart prior to midnight. Midnight – 1 a.m. is designated for removing personal items and rental items only! Catering and rental equipment/supplies **must be delivered and picked up on the day of the rental event.** The Historic Courthouse Coordinator or designee must approve, in writing, any arrangements for early or late delivery/pickup.

Ceremony Only: If you are having a ceremony only, the courthouse will remain open for two (2) hours after your ceremony time. Please remove all personal belongings before moving on to your reception site.

The following information will help you with your planning.

The Judge’s Bench:

The Judges’ bench is a valuable antique that must remain in its permanent location. It *may not be used* for seating, food or beverage service. Gifts, floral arrangements and pictures are allowed on the Judge’s bench. Protective pads must remain on the Judge’s bench. Please do not allow anyone behind the Judge’s bench.

Antique Furnishings:

The furnishings in the courtroom are antiques and must be treated with care. The two large attorney tables (108” x 41”) work well as a head table; may be used for food and beverage service or to seat guests. They must be used in your set-up, as they do not fit in the storage room. Protective covers must remain on the attorney’s tables. The wooden chairs and witness stand may also be used as part of the set up. (The witness stand works well for a guest book or place cards.) If you don’t use the chairs and witness stand, they may be put in

the storage room. DJ's often use the Recorder's bench. If it is not needed, it tucks into the corner behind the stairs. It may also be used for bar service or for gifts.

Set-Up Arrangements:

- The room will be set before your arrival, according to the diagram you provide. There is no staff to rearrange furniture after it has been set up.
- A detailed set up diagram must be received in the Coordinator's office a week prior to the event. Courthouse staff will assist with the set up diagram, if needed.

Available Furniture/Equipment included in your rental fee:

- 200 padded banquet chairs for indoor use
- 18 – 5' Round Tables
- 6 – 8' Long Tables
- 6 – 6' Long Tables
- 2 – 9' Attorney Tables (these must be used in your set-up)
- 1 - 6' 2 Tier Bar Table
- 8 – round cabaret tables (30 inch table top, adjustable height)
- 200 white, padded folding chairs for outdoor use
- A portable sound system for outside or indoors. There is one wireless microphone and three wired microphones available. I-Pods, computers, CD players, etc., may be used with this system.
- Projection Screen

Additional Items available for rent:

- A 36" monitor with DVD/VCR player is available for \$50.00 The DVD/VCR player also accepts memory chips from digital cameras for projection on the TV screen.
- An additional private room is available for \$100.

Please note: We do not allow clients to bring into the courthouse any other chairs, tables, or furniture items from home or rental companies. However, you may use these items outdoors.

Change Over: If you are holding both a ceremony and reception in the Courtroom, you may need a changeover from ceremony seating to reception seating. Check with your caterer to see if they will provide this service. Prior to your event courthouse staff can help with the changeover diagram; however, on the day of your event, there is *no courthouse staff available for a changeover during your event.*

Food Preparation /Service: The Public Health Department allows the use of licensed caterers only.

- A copy of your caterer's current license must be provided for Courthouse files. Check with staff to see if your selected caterer has their current license on file. If not, please ask your caterer to mail or fax a copy to the Courthouse.
- Our kitchen is licensed for food service only, not food preparation. Food must be prepared off site and is held and served from the Historic Courthouse kitchen.
- No red food dye in punch is allowed.
- If meat is carved outside of the kitchen, a pan to catch drippings/spills must be used and carpets/floors protected.
- If using a chocolate fountain or other similar items, please ensure the floors and walls are protected from splatters.
- The caterer is responsible for cleaning the kitchen, removing trash and recycling and removing all catering items prior to departure.

- The Health Department regulations require that all food-related garbage be removed immediately following an event.

Alcohol Policy: You must adhere to all state and local laws governing alcohol use.

- Beer, wine, wine coolers and champagne are allowed at the Courthouse. Kegs of beer, hard liquor, mixed drinks, and pre-mixed individual drinks are NOT allowed. **The Courthouse assumes no liability for alcohol service or consumption. We advise you to check with your insurance agent to ensure you have adequate coverage for your event.**
- The licensee supplies all alcohol. (You may purchase the alcohol, use a bar service or have your caterer provide it)
- Alcohol may be consumed on the porticos and the lawn area, but not outside the courthouse wall/fence. It may NOT be consumed in cars, in the parking lot or outside of the Courthouse wall/fence.
- Alcohol service concludes at 11:00 p.m.
- **Three (3)** beverage servings per guest is a good planning guide.
- Cash bars (selling drinks) and open bars (where guests serve themselves) are not allowed. There must be a bartender serving and overseeing alcohol consumption. The person does not have to be a licensed bartender.
- Wine and champagne bottles may be on the tables during the reception.

Clean Up Responsibilities: The licensee is **not responsible** for putting away indoor tables and chairs. This service is provided as part of your license agreement. The client **is responsible** for putting away the outdoor chairs, if used. **The client must ensure that all catering, decorating and personal items are out of the building by the end of the event and that the caterer has cleaned the kitchen.**

Security Officer Provision: Almost all events will require a security officer with the exception of a ceremony only. Staff looks at several items when determining the need for a Security Officer; (number of guests; type of event; time of event; presence of alcohol; music; and dancing). Staff reserves the right to make the final determination on the need and the timeframe for a security officer; based on the individual event. Courthouse Staff will schedule this service through the Washington County Sheriff's Department. The client will pay the security officer a fee of \$40 per hour, for a minimum of four (4) hours. If the security officer stays beyond the pre-arranged time, additional fees will be paid by the client.

Music/Entertainment: Dancing and dance bands are allowed both indoors and out. However, due to our location in a residential area, our agreement with the City of Stillwater requires that indoor music conclude at 11:30 p.m. and outdoor music conclude at 10:00 p.m. In addition, our agreement requires minimal sound amplification outside.

Smoke Free Building: A NO-SMOKING policy is in effect throughout the building, including the bathrooms and hallways. Smoking is permitted outside and ash cans are available at both entrances.

Decorations:

- No tape, nails, tacks, 3M hangers or other hanging/attachment devices allowed on walls or woodwork. Windows, doors and archways all have hooks/nails for decorating. Suction cups may be used on glass surfaces.
- All candles must be enclosed, with the exception of a unity candle during a ceremony. Unity candles must have a protective pad underneath and must be extinguished at the end of the ceremony.

- NO RICE, BIRD SEED, HELIUM BALLOONS, SPARKLERS/FIREWORKS or CONFETTI IS ALLOWED INSIDE THE BUILDING or ON THE GROUNDS. Flower petals may be used indoors, if you use a runner and they are picked up immediately following the ceremony.
- If using flower petals outside, you do not need a runner, but you must pick them up immediately after the ceremony to prevent them from being ground into the pavers/concrete and tracked into the building.
- Staff can provide measurements of the Courtroom windows, archways and the banisters for both staircases.
- A sprinkler system has been installed on the courthouse grounds. To avoid puncturing the water lines, our clients are asked to work with staff before inserting shepherd's hooks, tent stakes or any other items into the ground. Staff can help determine where it is safe to install these items so a water line is not punctured.

Advertising Guidelines: All advertisements, announcements or posters must refer to the building as The “Washington County Historic Courthouse.”

Building Security – Lock-Up Procedures: Courthouse staff or a security officer will be available throughout your event. Staff or the security officer will lock the building at the conclusion of your event.

Fireworks, including sparklers, are not allowed at the Historic Courthouse; in compliance with Washington County Parks Ordinance 93.

Insurance - All clients must carry insurance to cover their event. Your homeowners/renters insurance may cover an event of this type. We require a minimum of \$500,000 Bodily Injury and Property Damage Liability and \$1,500,000 single occurrence. Please refer to the “Insurance Coverage for Special Events” sheet for more information. **The insurance policy must be in the name of the person signing the license agreement.** Proof of insurance is required before your event takes place.

NEW! Washington County now offers an insurance policy for the day of your event. The policy is \$100 for an event with no alcohol and \$200 for an event with alcohol. Please talk to staff if you are interested in purchasing insurance through Washington County.

Courthouse Items for Sale: We have several courthouse-related items for sale. These items make nice keepsakes, attendant, shower, holiday or housewarming gifts.

- Champagne glasses with an etched image of the Courthouse
- Mugs with a courthouse picture
- Various note cards and postcards featuring the courthouse
- “The Sentry on the Hill” A DVD history of the courthouse
- Courthouse collector plates

Thank you for reading and following our policies. These policies are in place to help protect this historic site and to provide protection for you and your guests. If you have any questions about the Planning Guidelines, please contact the Coordinators Office at **651- 275-7075**.