



## WASHINGTON COUNTY HISTORIC COURTHOUSE 651-275-7075

### Policies and Information

The license fee may include the use of the courtroom, public areas, grounds, tables, padded banquet chairs for indoors and/or padded white resin folding chairs for the outdoors depending on the event type.

Wedding ceremonies and receptions are not available at this time.

Parks staff will set up the courtroom before your arrival, according to the diagram you provide. Parks staff will also put away the indoor tables and chairs and clean the building following your event. Any outside set up and take-down, including chairs and tables, is the responsibility of the client.

The licensee must contract all other services and products from outside vendors. All items associated with your event may be delivered no earlier than two (2) hours prior to the start time of the reservation and must be removed from the site prior to the scheduled ending time for your event. Parks Staff must approve, in writing, any arrangements for early or late delivery/pickup. Additional fees may be required for extra time needed for setup or clean up outside of the scheduled rental time.

**Weekend Hours of Use: Friday – 9 a.m. to 10 p.m. with exclusive use after 4:30 p.m.  
Saturday – 10 a.m. to 10 p.m. with exclusive use after 4 p.m.  
Sunday – 10 a.m. to 10 p.m.**

**Events must conclude and guests depart prior to 10:00 p.m. Additional rented time after 10:00 p.m. is designated for removing personal and rental items only.**

The following information will help you with your planning.

**Capacity:** The Courtroom capacity is 200 people. This includes guests, performers, vendors, service providers and any additional persons inside the courtroom during the event. For seated dinners or events, the courtroom seats up to 160 people at round tables.



**Fees:** A signed license agreement and non-refundable down payment of 50% of the total rental fee is required to secure the event date. Final payments for all fees are due no later than two (2) weeks prior to the event date.

**Rental:**

Courtroom - During Public Hours (M-Th) 9am-4pm (Sat-Sun) 10am-4pm (rate is per hour)	<b>\$60</b>	
Courtroom – After Hours 4pm-10pm (rate per hour, minimum 3 hours)	<b>\$150</b>	
North Lobby Meeting Room – During Public Hours (M-Th) 9am-4pm (Sat-Sun) 10am-4pm (rate is per hour)	<b>\$25</b>	
North Lobby Meeting Room – After Hours 4pm-10pm (rate is per hour, minimum 3 hours)	<b>\$30</b>	
Register of Deeds Meeting Room (M-Th) 9am-4pm (Sat-Sun) 10am-4pm (rate is per hour)	<b>\$30</b>	
Register of Deeds Meeting Room – After Hours 4pm-10pm (rate is per hour, minimum 3 hours)	<b>\$30</b>	

**Additional Required Fees:**

Security Officer (per hour)	Min. 4 hours	\$50
Refundable Kitchen Cleaning Fee		\$100
Alcohol Fee		\$100
Insurance (with or without alcohol)		\$125-\$200

**The Judge’s Bench:**

The Judges’ bench is a valuable antique that must remain in its permanent location, unless prearranged and approved in writing by the event coordinator. *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”) may be used for food and beverage service or to seat guests. They must be used in your set-up unless prearranged and approved in writing by the event coordinator, as they do not fit in the storage room. Protective covers must remain on the attorney’s tables. The witness stand may also be used as part of the set up (The stand works well for a guest book, place cards or event check-in). If you don’t use the witness stand, it may be put in the storage room. The Recorder’s desk must remain in its permanent location unless approved in writing by the event coordinator. DJ’s often use the Recorder’s desk.

**Set-Up Arrangements:**

Historic Courthouse staff is responsible for all setup of the antique furnishings, tables and chairs. The courtroom will be set prior to your arrival, according to the diagram you provide. There is no staff to rearrange furniture after it has been set up. Any changes needed after the start of the event rental time are the responsibility of the client.

- A detailed set up diagram must be received by the event coordinator two weeks prior to the event. Courthouse staff will assist with the set up diagram, if needed.
- According to fire code, tables must be set a minimum of five feet (5') away from the staircase inside the courtroom and the doors to the storage room cannot be blocked. There also must be a minimum of four feet (4') between tables/chairs and the walls of the courtroom and antique furnishings to prevent any damage to the plaster walls.

**Available Furniture/Equipment included in your rental fee:**

- 175 padded banquet chairs for indoor use
- 18 – 5' Round Tables
- 6 – 8' Long Tables
- 6 – 6' Long Tables
- 2 – 9' Attorney Tables (108"x41", 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
- Wall mounted projection screen, projector not provided

**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.

**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 e-mail a copy to the Courthouse. A catering license is required, not just a food preparation license.
- The kitchen is licensed for food service only, not food preparation. Food must be prepared off site, 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. Recycling needs to be in the clear bags. Failure to follow these procedures will result in the loss of the kitchen cleaning fee.
- 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.**
- 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 9:30 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.
- Wine and champagne bottles may be on the tables during dinner only.

**Clean Up Responsibilities:** 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. The client is also responsible for putting away outdoor chairs or tables, if used. Parks staff is responsible for putting away indoor chairs and tables.

**Security Officer Provision:** Staff reserves the right to make the final determination on the need and the timeframe for a security officer; based on the individual event. Parks Staff will schedule this service through the Washington County Sheriff's Department. The client will pay the security officer a fee of \$50.00 per hour, for a minimum of four (4) hours and Parks Staff will collect payment on behalf of the security officer no later than two (2) weeks prior to the event. If the security officer stays beyond the pre-arranged time, additional fees will be paid by the client to the officer on the night of the event. The security fee is not set by Parks staff and is subject to change.

**Music/Entertainment:** Dancing and dance bands are allowed both indoors and out. However, due to our location in a residential area, music conclude at 10:00 p.m. In addition, our agreement requires minimal sound amplification outside.

**Smoke Free Building:** A non-smoking policy is in effect throughout the building, including the bathrooms and hallways. Smoking is permitted outside in designated areas marked with ash cans 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.
- Pipe cleaners are great for attaching things to the window, bannisters and arch hooks. Ribbon and fishing line are also good choices. *Do not use zip ties.* They are difficult to remove and cause damage to the woodwork when being cut.



- All candles must be enclosed.
- NO RICE, BIRD SEED, HELIUM BALLOONS or CONFETTI IS ALLOWED INSIDE THE BUILDING or ON THE GROUNDS.
- Fresh flower petals may be used indoors. If using flower petals outside, you must pick them up immediately after the event to prevent them from being ground into the pavers/concrete and tracked into the building. Artificial flower petals are not allowed outside on the grounds.
- 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:** Parks staff or a security officer will be available throughout the event. Staff or a 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.

All persons or groups renting the Washington County Historic Courthouse for any event must purchase insurance through Washington County to cover the event. The policy is offered through Philadelphia Indemnity Insurance Company and provides coverage in the amount of \$4,000,000 per claimant and \$2,000,000 per occurrence. The price of the policy is \$125-\$200; depending on the type of event. Payment for the insurance must be received (15) days prior to the event date.

Acquiring appropriate insurance for your event protects you against claims and ensures you are covered in the event of an accident.

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

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 Parks staff at **651- 275-7075**.