

Planning Guide for the Washington County Historic Courthouse

The rental fee may include the use of the courtroom, meeting rooms, public areas, grounds, tables, padded banquet chairs for indoors and/or padded white resin folding chairs for the outdoors depending on the event type. The serving kitchen, which includes a double warming oven, double door refrigerator, chest freezer, and stovetop is included in the courtroom rental.

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 comfortably seats up to 160 people at round tables. Small Meeting Rooms have a capacity of 15 people.

Note: The Historic Courthouse is a County Park, and the public has access to the building and grounds during regular business hours.

Rental Hours: 9am – 10pm (Event must end by 10:00pm, clean-up included) After Hours availability is 4pm-10pm. Rates are per hour. Minimum rental of 3 hours after 4pm.

Public Hours: Lobby, bathrooms, exhibits, and historic jail are open to park visitors 9am-4pm Monday through Friday and 10am-4pm Saturday and Sunday.

Fees: A signed Facility Use Request Form and full payment of the rental fee is required to secure the event date. A copy of certificate of insurance (if required) and any additional fees are due no later than two (2) weeks prior to the event date.

Rental Fees	Rate*
Courtroom - During Public Hours	\$60
Courtroom – After Hours	\$150
Small Meeting Room – During Public Hours	\$20
Small Meeting Room – After Hours	\$30

*plus sales tax

Additional Fees:	
Damage Deposit (Refundable)	\$250
Reservation Fee	\$8
Security Officer (per hour, min. 4hrs)	\$50
Historic Jail Access	\$150
Insurance may be required	varies

Note: Events must conclude, guests depart, and all rental and personal items must be removed by the end of the agreed rental period. The Parks Manager or designee must approve, in writing, any arrangements for early or late delivery/pickup.

Set-Up Arrangements:

Park staff is responsible for all setup of the antique furnishings, tables, and chairs. Park staff will provide a diagram of available room configurations to choose from.

- The setup diagram must be chosen and submitted to Park staff no later than seven (7) days prior to the event.
- The room will be set before your arrival, according to the diagram chosen from the available options.
- Any changes needed after the start of the event are the responsibility of the client. There is no staff to rearrange furniture after it has been set up.
- 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:

- 180 padded banquet chairs for indoor use
- 16 – 5' Round Tables
- 6 – 8' Long Tables
- 6 – 6' Long Tables
- 2 – 9' Attorney Tables (108"x41" - these must be used in your Courtroom 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 (Courtroom only)

Please note: Clients are not allowed 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 to Park staff. 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.
- The Health Department regulations require that all food-related garbage be removed immediately following an event.

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.

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 or in the parking lot.
- Alcohol service must conclude by 9:30 p.m.
- Cash bars (selling drinks) and open bars (where guests serve themselves) are not allowed. There must be a bartender serving and overseeing alcohol consumption.

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, music must conclude by 9:30 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, flower petals, or confetti inside the building or on the grounds.
- 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.

Insurance - May be required for events with certain criteria or if alcohol is being served. Certificate of Insurance must be on file at least 2 weeks before event.

Insurance Coverage for Special Events: Insurance may be required for events including, but not limited to; music, dancing, food/beverage service, and/or events involving the addition or removal of furniture or equipment from outside the building. Staff reserves the right to make the final determination on the need for insurance; based on the individual event. If required, the client must provide the Washington County Parks with proof of insurance two weeks (14 days) prior to the event. **The event may not take place until proof of insurance is received.**

- The insurance policy must be in the name of the person signing the lease agreement with **Washington County**.
- We require Bodily Injury & Property Damage Liability with a minimum of \$500,000 per claimant and a minimum of \$1,000,000 single occurrence.
- Please list the **Washington County** as a **“Certificate Holder”** through the date of the event. Do NOT list the Washington County as “Additional Insured.”

Washington County

14949 62nd Street N

Stillwater, MN 55082

Damage Deposit – A \$250 Refundable Damage Deposit is required for all events. The Premises must be left in as good a condition as received, normal wear and tear accepted. The damage deposit fee will be refunded in total or in part after both parties agree that all conditions of this agreement have been satisfied. If damages exceed the amount of the damage deposit fee, additional charges shall be assessed.

Washington County Park Ordinances – Park Ordinances are in place governing the parks under the jurisdiction of Washington County, Minnesota. The licensee must abide by ordinances laid out in Washington County’s Park Ordinance #213 which can be found online.

Questions? 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.