

## Dallas Historic Courthouse

### Facility Rental Agreement

Thank you for considering the Dallas Historic Courthouse for your upcoming event. The Courthouse is an ideal place for private parties, weddings, receptions, corporate seminars, community gatherings, and other special events. We want your occasion to be unforgettable, and the following policies are in place to ensure that your experience will run as smoothly as possible.

The Dallas Historic Courthouse is a historic building and is valuable to the historic legacy of Dallas. These circumstances necessitate the imposition of certain professional standards in order to protect the building, artwork, and historical objects within. Every effort will be made by Town staff to ensure that your event is a success by assisting you in accordance with these standards and restrictions. This agreement for use of the Courthouse is between the Town of Dallas ("Town") and the Renter ("Client").

**Active full-time and permanent part-time employees of the Town of Dallas may rent The Courthouse facilities for their own personal event at a 50% discount off the current rental rates. All other requirements of the rental agreement apply as written.**

This Facilities Rental Agreement ("Agreement") is entered into on \_\_\_\_\_ by and between \_\_\_\_\_ ("Client") and the Town of Dallas ("Town"). The parties hereto, intending to be legally bound, and in consideration of the mutual covenants hereinafter contained, agree as follows:

#### 1. Fees

**The Courthouse and Grounds: \$1,800 for 12 hours + \$400 Refundable Deposit**

Experience the charm of this historic setting with access to both the scenic outdoor grounds and the beautifully renovated courtroom. The Courthouse features original hardwood floors, abundant natural light, and approximately 1,500 square feet of space—ideal for weddings, receptions, and other special events. Rental includes use of the kitchen, tables and chairs (indoor only), lower-level restrooms, and the outdoor Gazebo. The courtroom accommodates up to 215 guests seated or standing (chairs only), or 100 guests with tables and chairs.

***\*A \$400 refundable deposit is required and will be returned following a satisfactory post-event inspection.***

**The Gazebo: \$100 for 4 hours (Residents within Town limits) / \$175 for 4 hours (Non-residents)** Rental rates only include access to Gazebo.

**\*Set-up time before the event is included in the price of all facility rentals.** The Client will be afforded **one business day** before the agreed date of the event. The rental space will be available and open to the client during Town of Dallas business hours (8:00 am – 5:00 pm, M-F) in order to prepare for the event.

**\*\*For Wedding rentals, the rental price includes extra time to be used for rehearsals, if need be. If the rehearsal will be scheduled outside of normal business hours, the Client must schedule an appropriate time with Town Staff 30 days in advance of the event. If the Client does not comply in 30 days, the Client will forfeit the right to rehearsal time.**

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- 2. Deposit and Payment** – A security deposit of \$100 is required at the time of signing the Facility Rental Agreement in order for rental to be contractually valid. Should the event be cancelled between the agreement date and 30 days prior to the event, \$50 is refunded to the Client. Should the event be cancelled in the 30-day time period prior to the scheduled date, there will be no refund of the security deposit. The full rental fee amount is due to the Town 30 days prior to the event date. The Town accepts cash, checks, money orders, cashier's checks, and credit/debit cards. A fee of \$30 is assessed for returned checks.

Refunds **WILL NOT** be given due to weather.

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- 3. Food and Beverages** – The use of a licensed caterer is requested; however, if the event is staffed by a non-licensed caterer and use of the Courthouse kitchen (if part of rental package) facilities is requested, there will be an additional \$100 security deposit, to be returned to the Client within seven (7) business days after the event upon inspections approval of the kitchen area by Town Staff. Food and beverages are allowed in the Courtroom and grounds. Food and beverages are prohibited in all other areas.

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- 4. Catering** – The Client, or its Agent (caterer), is responsible for any illness or injury resulting from food preparation and food and alcohol consumption caused by the negligence or the caterer or its employees. The Town of Dallas will not bear any liability for illness or injury resulting from food and alcohol consumption. Client, and its Agents hired by the Client, must abide by the following rules:
- The Client will be responsible for all damage to Courthouse property as a result of food preparation. Food preparation or warming of food must occur in the kitchen area only. This area is equipped with a sink, counter space and electrical outlets. Client, or its Agents, must provide their own containers and utensils.
  - Any Rental Property, or other assets of the Courthouse, must be adequately protected against hot, cold, or wet items and may not be stapled into.
  - No prolonged food preparation or cooking that may cause smoke or grease is allowed.

- d. Client, or its Agent, must provide adequate staff to clear tables during the event and to handle all cleanups after the event. All NON-TOWN STAFF are to be out of the Courthouse no later than two (2) hours after the end of an event. All events must end by 11:00 pm; therefore, 1:00 am is the latest non-staff personnel will be allowed in the Courthouse.
- e. Large trashcans will be available for use during the event. All food and trash are to be removed from the premises after the event ends. Trash must be bagged and removed to outside trashcans.
- f. No hard-alcoholic beverages will be allowed without proper rental or permit.

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- 5. Use of Premises** – Client shall exercise due care in its use and occupancy of the premises and shall, at all times, abide by the Facility Rules and Regulations. By its execution hereof, Client acknowledges that (s)he has read and understands the Facility Rules and Regulations.

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## **6. Indemnification and Liability Insurance**

- a. Client shall indemnify and save the Town of Dallas, its staff, and Board of Aldermen harmless against any and all claims, suits, demands, actions, fines, damages and liabilities, and all costs and expenses (including, without limitation, reasonable attorneys' fees) arising out of injury to persons (including death) or property occurring in, on or about, or arising out of the Premises and/or Facilities to the extent caused or occasioned by any acts or omissions of Client, its agents, contractors, employees, invitees, clients, servants, or subcontractors. The non-prevailing party shall also pay all costs, expenses and reasonable attorneys' fees that may be incurred by the prevailing party in enforcing the agreements of this Rental, whether incurred as a result of litigation or otherwise. Client shall give Town immediate notice any such happening causing injury to persons or property.
- b. By notice to Client, the Town may elect to require that Client shall, at its own expense, keep in force adequate public liability insurance in such amounts and with such companies as shall from time to time be acceptable to the Town and naming Town as an additional insured. Upon request, Client shall furnish to Town copies of policies or certificates of insurance evidencing the required coverage prior to the event date.

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- 7. Conduct** – The Client agrees to exercise care in the use of the property of the Town of Dallas or Courthouse, content, and common areas. Client shall return facilities in the same condition as originally received prior to vent. If damages occur, the Client will reimburse the Town for any breakage, damage, or loss of property to the grounds, which may occur during event and reimburse

the Town for contracted cleaning should more than routine cleaning be required as determined by the Town. Children must be supervised at all times.

The temperature for all facilities is set at the discretion of the Town of Dallas. The Client may not change or adjust the thermostats, or in any way influences the temperature of the rental spaces. If there is an issue or concern regarding the temperature for an event, the Client may inform a staff member. If set-up time is during operating hours, Client and its representatives will be courteous to visitors and visitors will be asked to do the same.

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- 8. Time and Space Availability** – The allotted rental time for any event is specified at time of rental and only space rented by Client will be open to Client and guests. All events must end by 11:00 pm, not including clean up.

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- 9. Alcohol and Tobacco Policy** – Any hard-alcoholic beverages may be served, but the Client must provide a licensed permit for alcohol distribution to the Town. Wine and beer may be served without permit. If alcohol is to be served, Client must coordinate with the Chief of the Dallas Police Department to hire required security personnel. No alcohol may be served without proper security personnel. The Courthouse and grounds are tobacco free facilities, including e-cigarette and vapes, both inside and outside property.

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- 10. Décor** – Decorations in the Courthouse may not interfere with artwork or damage the historic building and grounds. The Town does not allow decorations to be hung on the walls with use of nails, staples, tacks, or tape. No loose glitter or confetti should be used to decorate and all decorations must be removed immediately after your event. No live fire, such as candles or sparklers, are allowed inside the Courthouse or on grounds. Town staff must approve decorations.

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- 11. Equipment** – The Town will allow Client, or its Agent, access to kitchen with stove, oven, and refrigerator. Other miscellaneous equipment must be provided by Client, or its Agent. Town personnel are not responsible for moving, setting up, or taking down any property or equipment not belonging to the Town. Town personnel are responsible for moving, setting up, and taking down Town property only.

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- 12. Photography** – Town staff may take photographs of events (including people and setup) for promotional purposes.

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- 13. Pre-event Walkthrough** – At least two (2) weeks before an event, the Client, the caterer, and event planners should schedule a pre-event walkthrough with a member of Town staff to review the plans for the event and review rental policies. During walkthrough, the Client should provide details for food, decorations, music, layout, placement of furniture, additional services required, delivery, pickup, etc. Attention should be given to pre- and post-event logistics such as setup, clean up and pickup of rental equipment and event-related materials.

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- 14. Recommended Vendors** – The Town does not require the use of a specific vendor, however, we are happy to provide a list of companies that have worked on events in the past and provided exceptional service.

- 15. Town of Dallas Sign Display** – Option to add a “Congratulations” on the sign for \$10.00.

Example:                      Congratulations  
   Names  
   Date  
   (Option to add rings or flowers in background)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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## **RENTAL CONTRACT**

Name/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact Person (if different from above) \_\_\_\_\_

Phone \_\_\_\_\_ Approx. Number of Attendees \_\_\_\_\_

Type & Description of Event \_\_\_\_\_

Event Date \_\_\_\_\_ Event Hours \_\_\_\_\_ to \_\_\_\_\_

*\*If building is used past the above stated time, any hour or portion thereof will be charged at \$50.00 per ½ hour at the discretion of Town staff.*

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*\*Set up and clean up must be completed within the agreed upon timeframe.*

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Facilities Requested: \_\_\_\_\_

If renting Courthouse: # of tables that need to be set up: \_\_\_\_\_ # of chairs: \_\_\_\_\_

If renting grounds, is outside electricity needed? **Y / N**

Will Alcohol be Served? **Y / N** If yes, list type: \_\_\_\_\_

*In addition, if yes, OFF-DUTY Employment Request Form signed by Dallas Police Chief must be attached to agreement.*

ABC Permit required (if serving anything other than wine and beer):

**Y / N** Permit must be attached to agreement.

Caterer: \_\_\_\_\_

Musician/DJ: \_\_\_\_\_

Photographer: \_\_\_\_\_

**I have read, understand, and agree to honor all rules and regulations of the Town of Dallas.**

IN WITNESS WHEREOF, the parties have caused the Rental to be duly executed as of the day and year written below:

By: \_\_\_\_\_

(Town Representative)

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

**Additional Notes or Comments (For Town Use Only)**

- \_\_\_\_\_ Provide copy of Rental Agreement to Public Works Director
- \_\_\_\_\_ Contact the Electrical Department with dates if outside power is needed
- \_\_\_\_\_ Contact Landmasters with dates (General #: 704-864-3259 or Joe Floyd 704-363-5767)
- \_\_\_\_\_ ABC permit attached if serving alcohol other than beer and wine
- \_\_\_\_\_ OFF-DUTY Employment Form attached if serving any type of alcohol