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# Town of Dallas

## DALLAS HISTORIC COURTHOUSE RENTAL AGREEMENT

Thank you for choosing the Dallas Historic Courthouse for your upcoming event. This iconic venue offers a one-of-a-kind setting for weddings, receptions, private parties, seminars, and community events. The policies outlined in this agreement are in place to help preserve the historical character of the Courthouse while ensuring your event is successful.

The Dallas Historic Courthouse is a significant historic site that requires professional standards to protect its building, artwork, and historical objects. Town staff will assist in ensuring the success of your event while adhering to these standards. This agreement is between the **Town of Dallas** ("Town") and the **Renter** ("Client") and defines the terms of use.

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### TOWN EMPLOYEE DISCOUNT

Active Full-time and permanent part-time Town of Dallas employees may rent the Courthouse for their own personal event at a 50% discount off the standard rental fee. All other rental conditions still apply.

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### AGREEMENT TERMS

This Facility Rental Agreement ("Agreement") is entered into on \_\_\_\_\_, by and between \_\_\_\_\_ ("Client") and the Town of Dallas ("Town"). Both parties, intending to be legally bound, agree to the following:

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### PRICING

#### COURTHOUSE AND GROUNDS

- **FULL DAY RENTAL:** \$1,800 + \$400 Refundable Deposit  
*(Refundable Deposit will be returned after a post-event inspection.)*
- **BOOKING:** \$100 non-refundable security deposit is required at booking and is included in the \$1,800 rental fee to reserve your date.

This includes access to both the renovated courtroom and scenic outdoor grounds. The space features original hardwood floors, natural lighting, and 1,500 square feet ideal for hosting events. The rental includes kitchen access, tables and chairs (indoor only), lower and upper-level restrooms, and the Gazebo. The courtroom can hold 215 guests seated or standing (chairs only) or 100 guests with tables and chairs.

#### GAZEBO (Includes use of the Gazebo only)

- \$100 for 4 hours (Residents)
- \$175 for 4 hours (Non-Residents)

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## **ACCESS AND REHEARSALS**

Clients may access the facility one business day prior to their event during normal Town hours for setup, (8 AM–5 PM, Mon–Fri). Wedding rentals include time for a rehearsal, which must be scheduled at least 30 days in advance if held outside business hours.

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## **TIME AND AVAILABILITY**

The rental time for any event is specified at the time of booking, and only the rented space will be accessible to the Client and guests. Events must conclude by 9:00 PM, with all cleanup completed and the premises vacated by 11:00 PM. Town staff will conduct a walk-through and secure the premises at 11:00 PM.

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## **PAYMENTS AND CANCELLATIONS**

A \$100 deposit is required at the time of booking to secure the date. If a cancellation occurs more than 30 days before the event, \$50 of the deposit will be refunded. However, cancellations made within 30 days of the event will result in the deposit being non-refundable. The full rental payment is due 30 days prior to the event. Accepted payment methods include cash, check, money order, or credit/debit card, and a \$30 fee will apply for returned checks. Please note, there are no refunds for weather-related cancellations.

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## **DEPOSITS** *(does not include security deposit)*

The deposit will be refunded unless the Town finds that there is damage to building or grounds, damage to equipment or appliances, failure to properly clean up food, beverage, trash, incomplete removal of decorations, rental furniture or equipment, failure to vacate after scheduled conclusion of event, or other reasons as outlined in the agreement. Deposit refunds are handled through the Finance Department at Town Hall, where they will be processed and mailed to the specified mailing address.

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## **DECORATIONS**

Only freestanding decorations are permitted. Decorations in the Courthouse must not damage the historic building, artwork, and grounds. Decorations cannot be hung on the walls or fixtures using nails, staples, tacks, or tape. Loose glitter or confetti is not allowed, and all decorations must be removed immediately after events. Live fire, including candles and sparklers, is prohibited inside and outside the Courthouse. All decorations require Town staff approval. No alterations of any kind are permitted to the interior of the Courthouse.

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## **USE OF PREMISES AND TOWN OWNED PROPERTY**

Client(s) agrees to treat the facility with care and follow all rules. They are responsible for all guests and vendors. Any damages or excessive cleaning will be billed to the Client. The Town does offer the use of up to twelve round tables, six rectangular tables, one hundred chairs, and beige tablecloths for indoor use only, if needed. Furniture rented from outside vendors may be used on the grounds. Tents must be anchored with sandbags only, stakes are prohibited.

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## **FOOD AND KITCHEN USE**

Licensed caterers are preferred. Food and beverages are permitted only in the upstairs area and on courthouse grounds. Food and beverages are prohibited in all other areas.

## **CATERING**

The Client, or its Agent (caterer), is responsible for any illness or injury arising from the preparation, handling, or consumption of food and beverages, including alcohol, due to negligence by the caterer or their staff. 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 is responsible for any damage to Courthouse property from food preparation, which should occur only in the designated kitchen area. 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.
- No prolonged food preparation or cooking that may cause smoke or grease is allowed.
- The client, or its Agent, must provide adequate staff for table clearing and cleanup, with all non-town personnel leaving within two hours post-event. Events must conclude by 9:00 PM, with a 11:00 PM departure for non-staff.
- Large trashcans will be provided outside. All food, trash, and waste must be bagged and removed from the premises after the event ends in the provided trashcans.
- No hard-alcoholic beverages will be allowed without proper rental or permit.

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## **EQUIPMENT AND SETUP**

The Town will grant the Client, or their Agent, access to the kitchen, which includes a stove, oven, and refrigerator. Any additional equipment must be supplied by the Client or their Agent. Town staff will not be responsible for moving, setting up, or dismantling any property or equipment that does not belong to the Town. Town staff will move, set up, and take down only Town-owned property.

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## **CONDUCT AND CLEANLINESS**

The Client must care for the Town of Dallas's property and return it in original condition after the event. If damage occurs, the Client is responsible for reimbursing any damages or extra cleaning costs. Children must be supervised at all times. The Town controls facility temperatures, which the Client cannot adjust. Any temperature concerns should be reported to staff.

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## **ALCOHOL AND TOBACCO POLICY**

Any hard-alcoholic beverages require the Client to provide a licensed permit for distribution, while wine and beer can be served without permit. If alcohol is served, the Client must coordinate with the Dallas Police Chief to hire an Off-Duty Officer that is employed by Town of Dallas Police Department. No alcohol may be served without an Officer present. The Courthouse and grounds are tobacco-free, including e-cigarettes and vapes.

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## INDEMNIFICATION AND LIABILITY INSURANCE

The Client agrees to indemnify and hold harmless the Town of Dallas, its staff, and the Board of Aldermen from any and all claims, lawsuits, demands, actions, penalties, damages, liabilities, and associated costs or expenses (including reasonable attorney's fees) arising from any injury (including death) or property damage occurring on or related to the premises, to the extent such incidents are caused by the actions or negligence of the Client, their guests, vendors, agents, contractors, employees, or subcontractors. If legal action arises to enforce any part of this agreement, the losing party shall be responsible for covering all reasonable legal costs and attorney's fees incurred by the prevailing party. The Client must notify the Town immediately of any incident resulting in injury or property damage.

The Town reserves the right to require the Client to maintain, at their own expense, a valid public liability insurance policy in an amount and through a provider acceptable to the Town. The policy must name the Town of Dallas as an additional insured. Upon request, the Client must provide a certificate of insurance or a copy of the policy showing the required coverage before the scheduled event date.

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## PRE-EVENT WALKTHROUGH

At least two weeks prior to an event, the Client, caterer, and event planners can arrange a pre-event walkthrough with Town staff to review plans and rental policies. The Client must provide details on food, decorations, music, layout, furniture placement, and the pickup of rental equipment and materials.

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## OPTIONAL ADD-ON - TOWN OF DALLAS SIGN DISPLAY

Add a congratulatory message to the Town sign for \$10.

Name: \_\_\_\_\_

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

**Example:**

*Congratulations*  
*(Names)*  
*(Date)*

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

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

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

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## RENTAL CONTRACT

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

Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

USED FOR DEPOSIT REFUND IF APPLICABLE

Street

City

State

Zip Code

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

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

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

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

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

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

- *If the building is used beyond the agreed time, a charge of \$50.00 will apply for every half hour, at the Town staff's discretion. Ensure setup and cleanup are completed within the designated timeframe.*

Courthouse: Number of Tables (Round) \_\_\_\_\_ (Rectangular) \_\_\_\_\_ (Chairs) \_\_\_\_\_

Circle Yes or No

If renting grounds, is outside electricity needed?

➤ Y / N

Will Alcohol be Served?

➤ Y / N If yes, list type: \_\_\_\_\_

*IF YES, the OFF-DUTY Employment Request Form signed by the Dallas Police Chief must be attached to the agreement.*

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

➤ Y / N

*Permit must be attached to the agreement.*

**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: \_\_\_\_\_

Booking 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
- \_\_\_\_\_ ABC permit attached if serving alcohol other than beer and wine
- \_\_\_\_\_ OFF-DUTY Employment Form attached if serving any type of alcohol