

**Rental Fees**  
**Jackson County Historic Courthouse (JCHC)**  
85 Washington Street  
Jefferson, GA 30549

The Jackson County Historic Courthouse is rented for social and corporate functions. Clients and their outside vendors understand that the historical property and its furnishings require rules and regulations that respect the antique nature of the building. The management of the JCHC reserves the right to accept or reject any event application which is felt inappropriate to the property. At all events, a JCHC representative will be on site. However, they will not act as a server, emcee, or in any other capacity for the rental party.

**RENTAL FEES FIRST FLOOR EDUCATIONAL CENTER and CORRIDORS**

Educational Center capacity: standing 35 people, tabled 20 people, audience seated 25 people. The Education Center has media capabilities via a 75" flat screen TV and access to a computer with PowerPoint and the internet.

**During JCHC business hours (Mon – Sat 10am – 3pm)**, the Education center is available for a flat rental fee of \$30. Additional fees may apply if additional services are requested. Rental includes the use of tables, chairs, linens and AV equipment. Rental fees will not be reduced if party does not use offered amenities. The event must be contained within the Education Center and be over by the end of the JCHC business day, including clean up.

**After JCHC business hours**, the Education Center and Corridors are available for a 4-hour block Mon – Sat 4pm – 10pm and Sunday 9am – 10pm. This time block includes set up and clean up. Additional hours beyond the 4-hour block will be rented at \$25 per hour.

SMALL PRESENTATION PLUS RECEPTION

\$175

- \*audience-style set up in corridors (up to 35 seated guests) plus podium
- \*buffet & drink tables set up in Education Center
- \*includes access to breakroom

SMALL GROUP MEETING

\$100

- \*audience-style set up in corridors (up to 35 guests) plus podium OR set up in Educational Center (up to 25 guests)
- \*includes access to AV equipment (set up by JCHC representative)
- \*does not include tables, linens or access to breakroom.

Meet and Greet

\$150

- \*Cocktail tables set up in corridors (up to 8 – includes linen)
- \*includes access to Education Center for brochure or refreshment set up
- \*includes access to break room

SMALL LUNCHEON / DINNER

\$150

- \*up to 20 seated guests (5 tables of 4 - includes linen)
- \*serving tables set up in corridors
- \*includes access to breakroom
- \*includes access to AV equipment (set up by JCHC representative)

For some events, the Educational Center can be rented in conjunction with the second floor Courtroom.

## RENTAL FEES SECOND FLOOR COURTROOM

The Courtroom has media capabilities via a 25' movie screen with HDMI connection, full audio, and catering space.

**During JCHC business hours (Mon – Sat 10am – 3pm)**, \$10 per table, per hour (not to exceed \$100 for the day). Rental includes the use of tables, chairs, linens, AV equipment, and catering kitchen. Rental fees will not be reduced if party does not use offered amenities. The event must be over by the end of the JCHC business day, including clean up. Additional hours beyond 3:00pm will be rented at \$25 per hour.

**After JCHC business hours**, the Courtroom is available Mon – Sat 4pm – 10pm and Sunday 9am – 10pm. This time block includes set up and clean up. In compliance with county policies, all events must be concluded by 11:00pm.

### SMALL DINNER / SOCIAL GATHERING (bridal / baby showers, cocktail hour, etc)

\$350

\*up to 40 seated guests or less (includes 5 tables of 8 plus linens) or up to 120 standing guests (includes hi-top tables with scattered seats)

\*4 hrs total (includes time for set up and clean up) additional \$50 per hour over 4 hrs

\*includes access to catering space

\*does not include access to AV equipment.

-AV access additional \$50

\*does not include access to first floor conference room and break room

-conference room and break room additional \$150

### LARGE DINNER / RECEPTION

\$550

\*72 seated guests or less (includes 9 tables of 8 plus linens)

\*6 hrs total (includes time for set up and clean up) additional \$50 per hour over 6 hrs

\*includes 2 long tables for set up

-additional tables available for fee

\*includes access to catering space

\*does not include access to AV equipment

-AV access additional \$50

\*does not include access to first floor conference room and break room

-conference room and break room additional \$150

### WEDDING CEREMONY / PRESENTATION

\$450

\*up to 160 guests (seated audience). Balcony seating available/obstructed view.

\*6 hrs total (includes time for set up and clean up) additional \$50 per hour over 6 hrs

\*includes access to Law Library

\*includes access to catering space for 'waiting area' only; does not include use of equipment

\*includes sound equipment

\*does not include access to Visual Aid equipment (movie screen)

-Visual Aid access additional \$50

\*does not include access to first floor conference room and break room

-conference room and break room additional \$150

ALL-IN-ONE: wedding followed by reception

\$250 'flip fee' applied

Wedding rental fee is dismissed

Reception fee is applied

Limit of 72 guests for reception

Additional fees may apply

## CORPORATE TRAINING

\$100 per day

-available Mon – Fri 9am – 4pm

\*up to 60 guests training table set up; up to 160+ guests seated audience

\*additional \$50 per hour over 7 hrs

\*includes access to AV equipment

\*does not include access to catering space

-Catering space access \$75 per day

\*does not include access to first floor conference room

-conference room additional \$50 per day (first floor break room prohibited)

-guests must be quiet in the corridors

\*copies available \$.20 per copy black and white, \$.30 per copy color; full set copies only

Additional services:

Coffee / Snack Break - With prior arrangements, the JCHC can offer a menu choice of coffee, tea and bottled water as well as breakfast pastries, snack bars, fruit, etc. \$2.50 per person.

Breakfast/Lunch Service – With prior arrangements, the JCHC can offer a menu choice for box lunch items available. Meals will range \$5 - \$10 per person.

\*\*A refundable damage deposit of \$500.00 will be charged upon acceptance of reservation of the facility. The damage deposit will be refunded to applicant upon satisfactory inspection of the facility after the event. User will be required to pay for any and all damage done to the facility while it is being rented by user and all costs for repairs, even if those costs exceed \$500.00. If JCBOC is required to take any action to recover costs of repairs for damage over and above \$500.00, user agrees to pay for all attorney's fees, costs and expenses incurred by JCBOC.

## CLEAN UP PROCEDURE:

Linens cleaned of debris, removed from tables and stacked onto one table.

Floors swept; mopped if needed.

Garbage bagged and placed in trash trailer in parking lot.

Catering space / breakroom cleaned.

Bathrooms cleaned.