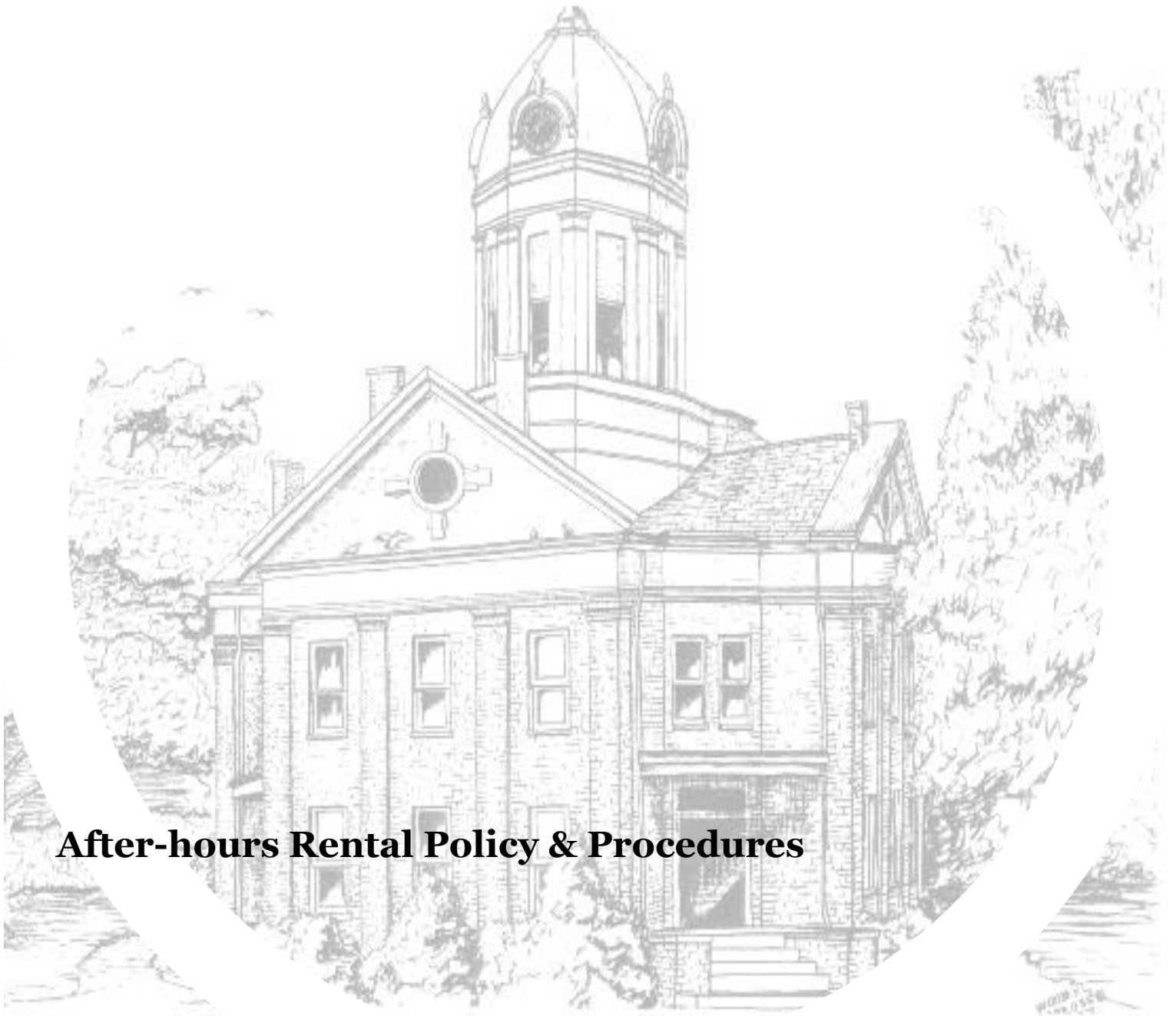


# OLD COURTHOUSE MUSEUM



## **After-hours Rental Policy & Procedures**

**A \$1,000 Deposit is required to hold your date.**

\*The deposit is returned upon satisfactory inspection of this historic site

**1. Rental charge for non-admission charged events:  
\$1250.00 per event.**

Options available in addition to base rate:

- A. Sound system rental with operator: \$ 150.00 per event.
- B. Amphitheater chair rental: \$ 200 per event.
- C. Rehearsals: \$ 400.00 per hour with a 2 hour (\$ 800)         mini-mum charge.

**2. Rental charge for admission for charge events: \$ 10.00 per ticket with a 200 ticket minimum and a 220 ticket maximum (capacity is 250) per show.**

**Charge will total between \$ 2000 to \$ 2200 per event or show. This is a per performance rate and not a daily rate.**

Options available in addition to base rate:

- A. Sound system rental with operator: \$ 150.00 per event.
- B. Amphitheater chair rental: \$200 per event, or \$200 if a multi day event.
- C. Rehearsals: \$400 per hour with a 2 hour (\$800) minimum charge.
- D. Renter is required to provide a \$ 1,000,000 liability insurance certificate naming Monroe County Museums as additional insured.

This admission charged event schedule includes use of the courthouse as well as the amphitheater if so desired. The ticket selling vendor will provide a report showing the number of tickets sold for each event/show to determine correct pricing of the rental.

**3. Rental charge for business meeting: The minimum charge for a**

**meeting of 1 to 4 hours will be \$600.00.** This time will include set up and clean up. The full amount is to be paid one week before the date of the event. At the time of signing of the rental contract, a \$300.00 return able security deposit is required to hold the date or dates of the meeting.

Cancellation of the event will result in the forfeit of the deposit.

# Rental Policies and Procedures

1. **AT THE TIME OF SIGNING** the Old Courthouse Museum Rental Contract, a \$1,000.00 deposit (\$300.00 for business meeting) is required to hold the date or dates of your event. The cancellation of your event will result in the forfeit of your deposit.
2. **RENTAL FEE IS DUE IN FULL** at The Old Courthouse Museum 7 days prior to your event . Our office hours are Monday–Friday 10a.m.– 4p.m. We do not accept rental payments on Saturday.
3. **KEYS MAY BE PICKED UP** the day before the event between the hours of 1-4pm at The Old Courthouse Museum, Monday-Friday, unless the Old Courthouse Museum has been rented by someone else the day before your event. If the site is rented the day before your event, the key will not be available until the morning of the rental.
4. **SETUP OF YOUR EVENT** must occur on the day/or days rented. Your event may require that you rent the Old Courthouse Museum and grounds the day before or the day after the event. **No rearrangement of any furniture is allowed. Candles are not permitted inside the building.**
4. **CLEAN UP** must occur immediately following the event. **You may not return** the next day unless a rental fee has been paid for that day. This means **ALL** of your belongings: tents, indoor and outdoor amenities, personal belongings must be removed from the Courtroom, board room, refrigerator, etcetera.... **FAILURE TO REMOVE PERSONAL AND RENTED AMENITIES** will result in a charge of \$1,000 per day for each day(s) exceeding rented days.
5. **The RENTER IS RESPONSIBLE** for removing all trash from inside the Old Courthouse Museum and from the outside porches and grounds of the property. Place the trash in heavy duty trash bags, and put in trashcans located on the Old Courthouse Lawn.
6. **THE BUILDING MUST** be put into the condition in which it was received: that is, ready for guests on the following business day.
7. **KEYS MUST BE RETURNED** to The Old Courthouse Museum the next business day between 10A.M.-4P.M. **FAILURE TO RETURN KEYS** at the specified time will result in a charge of **\$100** per day.
8. **MUSEUM STAFF MAY ARRANGE** for keys to be returned earlier than the next business day in the event that the Old Courthouse is rented on the day after your event.
9. **DEPOSIT IS REFUNDED** only after the Old Courthouse is inspected by the museum staff and found to be in acceptable condition, after which time you will be contacted by telephone. You may pick up your check or we will mail it to you.

I agree to be personally responsible for any damage to the Old Courthouse Museum, its contents or grounds (normal wear and tear excepted), and I agree to follow the above listed policies. I understand that any damage to the Old Courthouse Museum, its contents, or grounds, or my failure to follow the policy will result in my being financially responsible for the cost of repairing any such damage and/or the cost of any work necessary to fulfill the policy. My \$1,000.00 deposit (\$300.00 for business meeting rental), or any party thereof, may be retained for such purpose, and if the cost of repairing any such damage, or the cost of any work necessary to fulfill the policy is in excess of \$1,000.00 (\$300.00 for business meeting rental), I will be financially responsible for any excess, and I agree to pay such amount immediately. If it becomes necessary for the Monroe County Heritage Museum to secure legal counsel or to file suit for the purpose of collecting any amount which I owe hereunder, in addition to such amount I agree to pay a reasonable attorney's fee, together with all other expenses associated with collecting the amount that I owe.

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Name (printed)

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Signature

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Date

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Museum Staff Signature

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Date

## Courtroom Rental Contract

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

Organization, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ (for contact purposes only)

Other Contact (if applicable) \_\_\_\_\_

Phone number: \_\_\_\_\_

### EVENT INFORMATION

Type of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date of Occupancy: \_\_\_\_\_

Time of Event (beginning and end): \_\_\_\_\_

Time of Occupancy: \_\_\_\_\_

You must Exit the Premises on \_\_\_\_\_ at \_\_\_\_\_ am/ pm.  
(Day) (Month) (Date) (Year) (Time)

The balance is due no later than 7 days before your event or the contract will be cancelled and your deposit will be forfeited. The cancellation of your event will result in the forfeit of your deposit.

Deposit: \$1,000.00 or \$300.00 Date Paid: \_\_\_\_\_ Cash\_\_\_ Check#\_\_\_\_\_ CC\_\_\_ Staff Initial \_\_\_\_\_

Rental Fee Amount Due: \_\_\_\_\_ Rental Fee Amount Due Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Cash\_\_\_ Check#\_\_\_\_\_ CC\_\_\_ Staff Initial \_\_\_\_\_

I hereby certify that the Old Courthouse Museum will be returned in the same condition as found and I have read and understand all policies and procedures for renting the site, a property of Monroe County Heritage Museums.

Name (Printed): \_\_\_\_\_

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

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For staff use only. KEY PICK UP AND RETURN.

Date Picked up: \_\_\_\_\_ Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Signature: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

# Old Courthouse

## Event Checklist

**Parking:**

Please use the designated public parking spaces inside the square and around the square. Vehicles should not park or drive on any lawn areas.

**Telephone:**

Telephone is located in the downstairs lobby, should you have an emergency. Contact information for Museum staff is posted on the downstairs office door. The physical address of the property is:

**31 North Alabama Avenue  
Monroeville, Alabama 36460  
(251) 575-7433**

**Emergency Numbers:**

Museum staff contact numbers for the Old Courthouse Museum are posted on the downstairs office door. **FOR FIRE OR POLICE EMERGENCY CALL 911.**

**Fire Extinguisher Locations:**

Fire extinguishers are located just inside main front entrance, in the first floor office, just inside entrance to the courtroom, 2nd floor stairwell behind the courtroom and in the restroom lobby at the rear of the building on the first floor.

**Water Shutoff:**

Call museum staff if you have any utility emergency.

**Security:**

Please be sure all windows and doors are locked when your event is completed.

**Thermostat Locations:**

Please let the Museum staff know the temperature at which you wish the Courtroom to be set. **DO NOT** attempt to change the thermostats without the supervision of Museum staff.

**Electrical Outlets:**

Outside electrical outlets are located on the South and West Lawns of the square. Please advise us of any electrical items you plan to bring to the property.

**Judge Millsap's Office & Visitor Room : DO NOT TOUCH** or rearrange any item in these rooms.

**Trash:** There will be extra trash bags in the bottoms of trash cans. We ask that you not throw garbage in cans that are unlined. Remove all trash from inside the Old Courthouse Museum and from the outside porches and grounds of the property. Place the trash in heavy duty bags and put in black metal trashcans located on the Old Courthouse Lawn.

**Gift Shop:** The Gift Shop is to remain locked at all times.

**Restrooms:** The access door to the bathrooms is on the South porch.

# Old Courthouse

## Event Details

Today's Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_

\_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date(s) Facility is rented: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Date you will enter the Old Courthouse Museum: \_\_\_\_\_

Time you will enter the Old Courthouse Museum: \_\_\_\_\_

Date you will be finished with the Old Courthouse Museum: \_\_\_\_\_

(This is all rentals, flowers, personal belongings, etcetera are removed from the premises)

Time you will be finished with the Old Courthouse Museum: \_\_\_\_\_

(This is the exact time you will leave the premises.)

Will you have additional vendors (musicians, florists, caterer, rental services, etcetera.)? Yes or No

If so, please provide details:

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When will they need access? \_\_\_\_\_

When will they be finished? \_\_\_\_\_

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