

Wakulla County Chamber of Commerce  
Rental Rules & General Information

***We are pleased you have chosen to use the historical, refurbished old Wakulla County courthouse for your event. In order to protect this historic property, we have established the following rules:***

1. All functions are to follow the Courthouse Rules. Events that require major relocation of courthouse furnishings or indoor dancing are not permitted. There is no smoking in the building. All hired staff vehicles should be parked in the parking lot or in the event of an expected large crowd, the nearby municipal parking lots.
2. Any mirrors, furniture and/or paintings should not be moved, nor are they or the walls to be used as support of any decorations requiring tape, tacks, staples or nails. If you have any questions regarding decorations, please see the Chamber Administrative Assistant.
3. Decorating the building or grounds in any manner requires prior approval which shall be based on the need to protect the building and maintain its image. Candles are allowed in covered and/or contained holders only. (Votive candles or candles in completely contained holder or hurricane globes are allowed however candelabras are not allowed.) All decorations, trash from event, recycle items, flower arrangements and rented foliage must be removed from the courthouse at the end of the event and disposed of in trash receptacle.
4. The Chamber office and grounds may be rented from 8:00 a.m. until 11:00 p.m. seven days a week. The renter shall have the premises for the hours specified in their contract. Any additional time required for set-up or clean-up shall be requested by the renter at least 14 days prior to the event. The renter shall be charged for the extra time on an hourly basis of \$12.00 per hour.
5. Since event times are set at the time the Chamber/Courthouse is reserved, scheduled times should include setup, event and cleanup. On occasion, we have two functions on the same day; when this occurs, the caterers and guests need to respect the following or previous function. Drop offs for the latter party will not be allowed until after the earlier event is concluded or may be arranged through the Chamber staff. Likewise, the earlier party will not be permitted to leave any items such as rental materials beyond the contracted time, unless arrangements can be made to accommodate. We anticipate few if any double functions on any given date and will try our best to be sure that if two are booked, there will be no conflicts.
6. The party renting the facility shall provide all food, flower arrangements, dishes, linen, tableware and other items needed for the event. All caterers should come with a full complement of staff as the Chamber does not have additional help for outside events.
7. Any items rented from a rental company are to be set up by the rental company, caterer or the guest. The Chamber staff cannot be responsible for this service. The chairs in the courthouse are to be left in the building and may not be used outside.
8. If you plan to use tents, they may only be used in the designated areas with prior approval. All tents must be erected then removed during a prearranged time, coordinated with the Chamber staff. Please have your tent company call the Chamber office to arrange this.
9. Since rice has been found to be harmful to birds, please make plans to use birdseed for wedding celebrations. Sparklers and open flame torches are not to be used inside or outside of the courthouse at anytime.
10. Professionally licenses caterers are highly recommended to assist with your food services. They are expected to provide their own supplies such as garbage bags,

detergents, paper towels, etc. needed to keep the courthouse in good order. There are no serving pieces or cooking pots & pans available at the Chamber office. Please pick-up any trash and leave the areas used by your group clean. Since various liquids and items can be harmful to the foliage, please do not thro liquids, ice or cigarette butts in the yard.

11. At this time, the Chamber does not have a kitchen but does have a small area that a caterer may use as their holding/work area.

**\*Need to add the different rooms and their sizes and what furniture is in each.**

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