

**Williamson County Courthouse
Rental and Special Event
Policies and Procedures**

The Williamson Museum offers rentals of the restored Williamson County Courthouse including the Conference Room, District Courtroom, Commissioners Courtroom, and rotundas. All of the areas are available for social events and meetings Wednesday through Saturday from 9:00 am to 10:00 pm (**available times may be adjusted with prior approval from the Museum**). Other county facilities may be available for events and/or rentals for public use; ~~some are free of charge.~~

DEPOSITS

Conference Room

- A \$100 security deposit is required to hold specified date. ~~If no damage occurs to the property and the room is returned to the condition in which it was in when entered, it is refunded after event. The security deposit **does not** count as partial payment of rental fee.~~

District Courtroom

- A \$300 security deposit is required to hold specified date. ~~If no damage occurs to the property and the room is returned to the condition in which it was in when entered, it is refunded after event. The security deposit **does not** count as partial payment of rental fee.~~

Commissioners Courtroom

- A \$300 security deposit is required to hold specified date. ~~If no damage occurs to the property and the room is returned to the condition in which it was in when entered, it is refunded after event. The security deposit **does not** count as partial payment of rental fee.~~

Rotundas

- A \$100 security deposit is required to hold specified date. ~~If no damage occurs to the property and the room is returned to the condition in which it was in when entered, it is refunded after event. The security deposit **does not** count as partial payment of rental fee.~~

Entire Courthouse (Conference Room, 2 Courtrooms, 3 Rotundas)

- A \$400 security deposit is required to hold specified date. ~~If no damage occurs to the property and the room is returned to the condition in which it was in when entered, it is refunded after event. The security deposit **does not** count as partial payment of rental fee.~~
- **If no damage occurs to the property and the room is returned to the condition in which it was in when entered, security deposit is refunded after event. The security deposit **does not** count as partial payment of rental fee. This applies to all rooms listed above.**
- Reservations cannot be made more than 12 months in advance from when the contract is signed.
- Make checks payable to Williamson County Historical Museum
- Additional forms of payment for rental fees and deposits include VISA, Master Card, and American Express.

Renter Initials _____

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- Any necessary security (see **SECURITY** below) for the event ~~will~~ **must** be scheduled by WCHM; however, the renter is responsible for the cost.
- ~~Make checks or money orders only for security fees payable to Williamson County General Fund.~~

CAPACITY AND FEES

Conference Room

- The Conference Room has a maximum capacity of 25 people, with table seating for 14.
- Rental fee is \$25 per hour. There is a two (2) hour minimum and four (4) hour maximum stay. If event goes over agreed time in this contract, a charge of \$25 per half-hour will be deducted from the deposit.
- Resident rate is \$21.25 per hour. Documentation of residency required.
- Non-profit rate is \$20 per hour. Documentation of status required to receive rate.

District Courtroom

- The District Courtroom has a maximum capacity of 200 people.
- Rental fee is \$150.00 per hour. If event goes over agreed time in contract, a charge of \$150 per half-hour will be deducted from deposit.
- ~~For an additional \$25.00 per hour, use of an adjacent changing room is available.~~
- Resident rate is \$127.50 per hour. Documentation of residency required.
- Non-profit rental rate is \$120 per hour. Documentation of status required to receive rate.

Commissioners Courtroom

- The Commissioners Courtroom has a maximum capacity of 100 people.
- Rental fee is \$100 per hour. If event goes over the agreed time in this contract, a charge of \$100 per half-hour will be deducted from deposit.
- Resident rate is \$85.00 per hour. Documentation of residency required.
- Non-profit rental rate is \$80 per hour. Documentation of status required to receive rate.

Rotundas

- Each rotunda has a maximum capacity of 50 people.
- Rental fee is \$75 per hour per floor. Use of two or more floors will be discounted. There is a two (2) hour minimum and four (4) hour maximum stay. If event goes over agreed time in this contract, a charge of \$75 per half-hour per floor will be deducted from the deposit.
- Resident rate is \$63.75 per hour. Documentation of residency required.
- Non-profit rental rate is \$60 per hour. Documentation of status required to receive rate.

Entire Courthouse

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- The entire courthouse has a capacity of 475 people.
- Rental fee is \$400.00 per hour for the entire courthouse including three (3) rotunda areas, Conference Room, District Court and Commissioner's Court. If event goes over agreed time in contract, a charge of \$200 per half-hour will be deducted from deposit.
- **Resident rate is \$340.00 per hour. Documentation of residency required.**
- **Non-profit rental rate is \$320 per hour. Documentation of status required to receive rate.**
- Rental time includes **all** set-up and tear down, **no exceptions**. Additional fees will be charged for hours necessary for **delivery**, set-up, clean up, rehearsals, or **any** other activities concerning the event.
- All rooms must be vacated at agreed upon time in the contract or overtime is charged. If overtime charge exceeds deposit fee **minus** any damage, renter will be billed for the balance, which is due 30 days after event.
- All rental fees are **due in full 30 days prior** to the scheduled event.

CANCELLATION POLICY

Conference Room

- \$50 of deposit will be returned if canceling 90 days or more prior to event. If canceling between 90 and 46 days, \$25 will be returned. ~~If canceling less than 46 days prior to event, renter will forfeit entire deposit of \$100.~~

District Courtroom

- \$150 of deposit will be returned if canceling 90 days or more prior to event. If canceling between 90 and 46 days prior to event, \$100 will be returned. ~~If canceling less than 46 days prior to event, renter will forfeit entire deposit of \$300.~~

Commissioners Courtroom

- \$150 of deposit will be returned if canceling 90 days or more prior to event. If canceling between 90 and 46 days prior to event, \$100 will be returned. ~~If canceling less than 46 days prior to event, renter will forfeit entire deposit of \$300.~~

Rotundas

- \$50 of deposit will be returned if canceling 90 days or more prior to event. If canceling between 90 and 46 days, \$25 will be returned. ~~If canceling less than 46 days prior to event, renter will forfeit entire deposit of \$100.~~

Entire Courthouse

- \$200 of deposit will be returned if canceling 90 days or more prior to event. If canceling between 90 and 46 days prior to event, \$100 will be returned. ~~If canceling less than 46 days prior to event, renter will forfeit entire deposit of \$400.~~

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- If canceling less than 45 days prior to the event, renter will forfeit entire deposit.
- Renter must give written notice to receive a refund of any rental fees. Rescheduled events will not require additional deposits. Any rescheduled event will be subject to availability.
- The County/Museum reserves the right to move, switch rooms, or cancel rental date(s)/room reservations in the event of unforeseen circumstances. If it is necessary for the County/Museum to cancel an event due to circumstances beyond their control, the deposit will be refunded in its entirety. All dates/times are subject to change.

SECURITY

- ~~Please note that for groups over 75, a licensed Sheriff's Deputy at the event for security is mandatory.~~
- ~~Renter **must** provide licensed Sheriff's Deputy for any events taking place from 6:00 pm to 10:00 pm.~~
- For any event taking place from 5 pm-10 pm, or any time on weekends, a Deputy from the Williamson County Constable's Office is mandatory.
- If any type of alcoholic beverages will be served at the event, ~~the renter **must** provide licensed Sheriff's Deputy~~ a Constable's Deputy is required for the duration of the event.
- If a ~~licensed Sheriff's~~ Constable's Deputy is necessary for any event, WM will coordinate ~~with the Sheriff's Department for all~~ scheduling.
- ~~Sheriff's Deputies~~ Deputy's are billed at \$40 per hour (~~one~~ two hour minimum) above and beyond the rental of the courthouse facilities. ~~There is not a non-profit discount for security fees.~~
- ~~Some events may also require the presence of a Sheriff's Deputy Car, as well as a deputy (if alcohol is present or attendees number over 100). This will be determined on a case-by-case basis with Museum staff. Sheriff's Deputy Cars are an additional \$12 per hour (one hour minimum).~~
- ~~Renter will be invoiced for the cost of the licensed Sheriff's Deputy, and full payment is due at the same time the balance for facility rental is due.~~
- If event attendance exceeds 100, an additional Constable's Deputy is required at an additional \$40 per hour rate.

PREMISES AND PROPERTY

- The courthouse is a public space and there may be public and office traffic during event.
- Use of the Williamson County Courthouse grounds for events is prohibited.
- Public restrooms are available for use during the event.
- No smoking, candles, or flame; however, supervised caterer flames are allowed.

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- The Museum/County has the right to deny any activity or equipment usage that could damage the Courthouse and/or its contents. The building must be considered as an artifact.
- Activities must be confined to the room or combination of rooms dedicated to the event. All additional space allowances are subject to additional fees.
- Weapons of any kind are not permitted in the Courthouse. Exceptions include Georgetown Police Officers, Williamson County officers, other recognized police and public safety officers, and Secret Service agents or other representatives as required and necessary and as designated by the Museum/County.
- Renter will not use the premises or property for any purpose activity or business other than what has been agreed to in writing.
- Renter will not deface or damage the Courthouse premises or property and will be responsible for any damages to the property by Renter or Renter's guests or representatives.
- The Museum/County assumes no responsibility for any loss or damage to any property owned by the Renter, guests, or other parties either in Courthouse or on the Courthouse grounds.
- All events, their attendees, caterers, entertainment, etc. must vacate the premises so that the building can be secured ~~no later than 10:00 pm~~ **by the original scheduled conclusion of the event.**
- No smoking is allowed in the building.
- No set-up closer than 2 feet from any wall.
- Sparklers are not allowed anywhere on the premises including porches or sidewalks.
- The Museum/County staff ***does not*** assist in setting up or dismantling of special events.

DELIVERIES

- All deliveries must be made during contracted hours of the event.
- All event deliveries must first be scheduled through the Museum/County office.
- Museum/County will not accept legal responsibility for deliveries, including food, beverage, equipment, or other properties brought into the Courthouse for rentals, either before, during or after contract hours.
- Museum/County is not responsible for the contents of deliveries, such as incorrect linens, flowers, etc.

DECORATIONS

- No stapling, taping or tacking of banners, decorations or other materials to any of the Courthouse's surfaces, furnishings, fixtures, walls or any areas of the building.
- No combustible materials, sparklers, water-related displays, smoke or fog machines allowed in the Courthouse.

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- No tinsel, glitter, confetti, rice, birdseed, hay, hay bales, helium-filled balloons, stickers or silly string may be used on the Courthouse premises. None of the above may be thrown at weddings inside or outside the Courthouse.
- Professional vendors may bring in balloons, but all balloons must be taken out of the Courthouse upon completion of the event.
- All decorations or items not owned by the Museum/County must be removed from the event space the day/evening of the event.
- No candles are allowed. Battery operated candles may be used.

ENTERTAINMENT

- ~~The Courthouse is an historic building dating back to 1911. No amplified music or bands are allowed in the courthouse.~~
- Amplified music or bands are allowed in the courthouse but require written approval from the Museum and all appropriate City and County permits.

CATERING

- The following rules and policies apply to any professional caterer and/or any persons bringing food and/or beverages into the Courthouse for any event.
- All food must be pre-approved ~~and adhere to the pre-set food guidelines:~~ by Museum staff.
- Please advise the Museum of your choice in caterer or your intent to bring in your own food/beverages before the final contract is signed.
- The Museum/County does not provide catering services, tables, chairs, or linens.
- The Museum/County staff **does not** assist in setting up or dismantling of special events.
- The renter will provide their own licensed caterer who is responsible for linens, china, silverware, and any other needs. The Museum's management must approve all caterers and asks that the renter consider one of the caterers from our preferred list, **available upon request.**
- Caterers must carry a minimum of \$1,000,000 commercial general liability listing Williamson County and the Williamson County Historical Museum as additional insured and indemnify the County against all liability. A copy of indemnification must be in the hands of the Museum two weeks before the event.
- Catering Policies and Procedures guidelines will be given to the client to forward to their caterer (or whoever is providing food for the event). The Museum/County reserves the right to refuse building access to any renter/caterer who violates these policies.
- **Cooking within the Courthouse is prohibited. Food must be cooked in advance and brought to the Courthouse.**
- **All liquids must be contained at all times. Ice sculptures are not allowed in the Courthouse.**

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- Renter/caterer bears responsibility for all costs associated with the use of independent and subcontractors.
- The renter/caterer must provide all appropriate dollies, hand trucks, or other moving equipment for the setup and removal of equipment and supplies.
- The renter/caterer is responsible for cleaning tables, floors, and other spaces utilized for the event and removing all trash incurred by activities of the event. ***Trash will need to be removed from the Courthouse premises and disposed of away from the building.*** Courthouse does not have a dumpster on premises.
- In the event of a spill of food or beverages that may stain, ***do not attempt to clean it up.*** Immediately ~~call the main office at 512-943-1670.~~ contact a Museum representative.

ALCOHOLIC BEVERAGES

- The renter/caterer must provide the Museum with ~~copies of Texas State Department of Health Certificate,~~ a certificate of Insurance for General Liability ~~and Off-site Liquor License~~ and all appropriate permits in compliance with TABC regulations.
- All alcoholic beverages must be served by a TABC licensed bartender.
- All alcohol to be sold on the premises must have appropriate TABC permit.
- ~~• Absolutely no alcohol may be brought into the Courthouse unless it is from a licensed caterer (see above). In addition, alcohol ***may not*** be sold on Courthouse premises.~~
- ~~• No red wine or other staining liquids/beverages are allowed in the Courthouse.~~
- ~~• Cooking within the Courthouse is prohibited. Food must be cooked in advance and brought to the Courthouse.~~
- ~~• The renter/caterer is responsible for cleaning tables, floors, and other spaces utilized for the event and removing all trash incurred by activities of the event. ***Trash will need to be removed from the Courthouse premises and disposed of away from the building.*** Courthouse does not have a dumpster on premises.~~
- ~~• In the event of a spill of food or beverages that may stain, ***do not attempt to clean it up.*** Immediately call the main office at 512-943-1670. contact a Museum representative.~~
- ~~• All liquids must be contained at all times. Ice sculptures are not allowed in the Courthouse.~~
- ~~• Renter/caterer bears responsibility for all costs associated with the use of independent and subcontractors.~~
- ~~• The renter/caterer must provide all appropriate dollies, hand trucks, or other moving equipment for the setup and removal of equipment and supplies.~~
- No kegs are allowed in the Courthouse.

COMPLIANCE

- The renter agrees that all activities will be conducted in compliance with all laws, regulations, and ordinances of the State of Texas, the City of Georgetown, and Williamson County.

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- Persons attending a function while intoxicated or demonstrating unruly behavior may be detained by security. The Museum/County reserves the right to remove from its premises any person whose behavior is disruptive.
- Alcohol cannot be displayed or consumed in areas that the Museum/County has open to the general public **if rental occurs between Monday-Friday from 8am-5pm.**
- All food and beverages must remain within event area(s), and are strictly prohibited in other areas not included in the contract. Alcoholic beverages may not be taken outside of the designated area of use. TABC laws prohibit alcohol from being taken off the premises. No alcohol may be taken outdoors.
- Smoking is not permitted inside the Courthouse **or on balconies** at any time.
- To ensure the safety and security of the Courthouse and its contents as well as minimize liability to the renter, all non-event areas are off-limits to the renter and his/her guests unless advance arrangements have been made for entry to other levels/rooms and such arrangements are made in writing.

CONDUCT

- In addition to complying with the other policies contained herein and your rental agreement, the renter and his/her guests and independent contractors must comply with all instructions and requests made by Museum/County staff and security concerning conduct during your event. Museum/County has the right to require the immediate removal from the Courthouse premises of any person who is causing a disturbance or engaging in any conduct that, in the sole discretion of the Museum/County's staff, is threatening or dangerous to people or property within the Courthouse. Museum/County is not responsible for any damages or delays caused by the removal of such a person.

PRE-EVENT SITE VISIT

- Before the event takes place, the renter, event coordinator, caterer, and the Museum coordinator should have a site visit of the facilities to review the plans for the event and the Museum/County's guidelines.
- The site visit should include a discussion in detail of the plans for food, decoration, music, layout, placement of furniture, staffing levels, additional services, delivery, pick-up, and any other facet of the event affecting the Museum/County.
- Special attention should be given to pre-and post event activities such as set-up, cleaning, and pick-up of event-related materials.
- Museum/County staff is not responsible for day of services, such as event coordination.

By signing below, the authorized representative acknowledges that they have read and agree to all seven pages of the Policy and Procedures document provided by Williamson County Historical Museum and Williamson County.

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**Williamson County Courthouse
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By: _____
Authorized Rental Representative Signature Date

By: _____
Museum Representative Signature Date

Please provide contact information in case of problems, such as clean-up, rentals, pick-up, or items left behind.

Name (printed) Phone Number

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