

**VANDERBURGH COUNTY OLD COURTHOUSE
2022 EVENTS USER GUIDE**

201 NW Fourth Street
Evansville, IN 47708
For Event Rental Inquiries: 812-484-5848
oldvanderburghcourthouse@vanderburghgov.org

One of Southwestern Indiana’s most iconic and beautiful buildings, the Old Vanderburgh County Courthouse is an exquisite and unique event space located in the heart of Downtown Evansville. This user guide is designed to assist our clients in addressing some of the most frequently asked questions regarding venue rental. Topics are listed in alphabetical order.

AVAILABLE SPACES & RATES:

SPACE	AREA	CAPACITY		RATE
		Banquet	Theatre	
Grand Ballroom: Evans Suite* (includes adjoining foyer)	1,916 sq ft	150	207	\$1,500
Grand Ballroom: McGary Suite*	1,676 sq ft	150	207	\$1,300
Grand Ballroom: All	3,592 sq ft	207	207	\$2,500
Courtroom	1,936 sq ft		200	\$1,300
Commissioners’ Parlor	475 sq ft	20	56	\$150
Catering Kitchen	396 sq ft			\$250
Vine Street Suite	916 sq ft	80	114	\$250
Courthouse Lawn (1 section)	Outside	Open Area	Open Area	\$250
Rotunda Area	Inside	NA	100	\$250
*Add'l Load In / Load Out Day (Ballrooms only)				50% of above
Monday-Friday Ballroom Rental				50% of above

ALL RATES ARE SUBJECT TO AN ADDITIONAL 7% INDIANA STATE TAX

A non-refundable deposit equal to a single day’s room rental is due with your signed contract. Remaining rental balance and expenses are due **90 days prior** to the event.

All payments must be in the form of a personal check, money order or cashier’s check, payable to **Old National Events Plaza**. Credit cards are currently not accepted. Completed contracts and payments may be sent or dropped off to the Old Vanderburgh County Courthouse, Monday-Friday, between 8:30 AM – 5 PM.

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BEVERAGE (ALCOHOL) SERVICE:

Clients must apply for alcohol permits directly through the Indiana State Excise Police. **Please read the following instructions carefully.**

It is recommended that your application for an alcohol permit be submitted to the Indiana State Excise police at least 60 days in advance. Applications can be obtained on the Indiana Alcohol & Tobacco Commission's [website](#).

[Temporary Beer and Wine Permit Application](#)

[Request to Cater an Event](#)

[Temporary Permit Application Instructions](#)

[Find a Licensed Alcoholic Beverage Catering](#)

If you wish to serve beer, wine, **and liquor**, you must complete the Temporary Beer and Wine Permit application (BEER / WINE AUTHORITY / TYPE 118) as well as the Request to Cater an Event (CATERING AUTHORITY REQUEST / TYPE 222).

Please note, applications require the signature of a representative from the Evansville Police Department or Vanderburgh County Sherrif's office, so plan accordingly.

Once completed, permit applications must be sent, along with payment, to:

Indiana State Excise Police
District # 5
3650 South U.S. Hwy. 41
Vincennes, IN 47591
812-882-1292

Any bartender serving alcohol at the event must have a current "Employee Permit" as approved by the Indiana Alcohol and Tobacco Commission.

All approved permits **must** be submitted to the Old Courthouse Sales Manager **at least 30 days prior to the event.**

Alcohol is not permitted outside the Old Courthouse Ballroom or beyond the Rotunda.

CATERING:

There is currently no designated caterer, so clients may provide the food & beverage of their choice. You may request a list of local, reputable catering and bar service providers from your sales manager.

A catering prep kitchen is available for rent and located conveniently near the ballrooms. It is equipped with a commercial warmer, microwave, double-door refrigerator, full size upright freezer and icemaker. Linen, china and glassware are not provided.

CLEANING

At the end of the event, please ensure all rented spaces are left reasonably clean and free of debris. Trash must be bagged and placed in the dumpster outside the Vine Street entrance. Third-party caterers must ensure the catering kitchen is restored to the condition in which it was found. Please report any appliances that may not be in working condition.

Clients do not need to break down the tables and chairs. Old Courthouse staff will take care of removing venue equipment following the event.

Excessive trash or clean up required of the premises following an event is subject to an additional cleanup cost of \$500.00 or more.

COVID PROTOCOL

Currently, face masks are not required inside the Old Courthouse and other municipally owned facilities in Evansville and Vanderburgh County. There is no proof of vaccination and/or a negative COVID-19 test required.

Should a client wish to enact specific precautions among their guests, they may do so independently. However, Old Courthouse staff and security are not responsible for enforcing individually mandated requirements at private events.

The CDC highly recommends those who are not fully vaccinated wear masks in public, socially distance and practice good hand hygiene.

DÉCOR

Under no circumstances may any decorations be hung or affixed from any surface including walls, doors and ceilings. This includes the use of command hooks or strips "designed not to damage surfaces." The Old Courthouse has been restored with materials fabricated to honor its historical integrity, and use of these types of items has resulted in serious and costly damage to the facility.

The Evansville Fire Department does not permit any open flames. Candles must be contained in a non-flammable enclosure and flames must not rise above the top of the vessel or glass rim. We recommend the use of LED candles.

No glitter or confetti is allowed inside or outside the Old Courthouse. Glitter and/or confetti found on premises is subject to an additional cleanup cost of \$500.00 or more.

ELECTRICAL

There is limited wall power available, and each outlet provides approximately 5 AMPS. Clients and caterers are discouraged from bringing equipment with heavy power requirements, as the historic facility's electrical systems are designed for general and basic use only.

EQUIPMENT

The following equipment is available at no additional cost for Old Courthouse customers to utilize.

Quantity	Description	Notes
22	60" Round Table	Seats up to 8 guests
50	6'x30" banquet tables	For registration, catering, display, etc.
200	Metal Folding Chairs	
250	Gold Chiavari Chairs	

Arrangements must be made in advance to ensure delivery of third-party rental equipment to the leased areas. Deliveries by vendors of additional equipment will not be accepted outside of 10 AM – 5 PM the day prior to the event.

INSURANCE

A certificate of Liability Insurance must be provided to your sales manager **at least 30 days prior to the event.**

The insurance coverage shall provide protection in the amounts of not less than **\$1,000,000.00** per person for injury or death of one person in any one occurrence, and **\$2,000,000.00** for injury or death of all persons in that occurrence, and **\$100,000.00** per occurrence for damage to property.

Additional insureds should be Vanderburgh County, Vanderburgh County Board of Commissioners, Evansville Vanderburgh County Building Authority and SMG Evansville.

OBTAINING YOUR MARRIAGE LICENSE

A Marriage license may be issued by the Vanderburgh County Clerk to couples if:

1. One party is a resident of Vanderburgh County and plans to be married in the state of Indiana; or
2. If neither applicant is an Indiana resident and the couple will be married in Vanderburgh County.

You may begin the application process online by visiting the following website:

<https://www.evansvillegov.org/county/departement/division.php?structureid=167>

OVERTIME

Should the event exceed the contracted hours, additional rent may be charged, and staff labor billed at \$75.00 per hour.

PARKING

There is a small parking lot located behind the Old Courthouse off Vine Street, but please note, it is limited to eight stalls, and they will fill up fast.

Street parking is available on Vine Street, NW 4th Street and NW 5th Street. These spaces are limited to 2 hours and are patrolled by City Parking Enforcement between 8 AM – 4 PM, Mondays through Fridays. Additional street parking can be found throughout Downtown and within walking distance.

When available, overflow parking can be directed to the lot located behind the Veteran’s Coliseum, north of the Old Courthouse near the intersection of Court Street and Coliseum Court. During the weekends, neighboring business surface lots are typically open and available as well.

RENTAL TIMELINES

Event day rentals begin at 10 AM and end promptly by 12 AM. All guests, décor and equipment must be loaded out, and the space reasonably cleaned, **no later than midnight**. Any rental equipment that cannot be removed must be gathered, organized and staged for efficient vendor pick up the following Monday between 8 AM – 10 AM.

Should the event exceed the contracted hours, additional rent may be charged, and staff labor billed at \$75 per hour.

You may contract for an additional set-up day in the ballroom spaces only. Additional set-up time is billed at 50% of our Saturday event rate. This set-up time does not include access to the Commissioners’ Parlor, Courtroom, Catering Kitchen or other rental spaces. No items may be left in the kitchen overnight.

Businesses or other groups looking to host daytime meetings and events, Monday- Friday, may access the space between 8 AM- 4:30 PM. If alcohol is not being served, security may not be required.

SECURITY

Old Courthouse staff will secure a Vanderburgh County Sheriff to be onsite during your event.

Vanderburgh County Sheriff	\$50 per hour	5-hour minimum
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A deputy must be present at least 30 minutes prior to the scheduled start time of the event, and they must remain on duty until the facility is clear of all guests, clientele, and equipment (once again, no later than 12 AM). The Old Courthouse policy is that all events over 50 attendees and any event utilizing bar services must operate with uniform security. Events with 50 attendees or less that are scheduled during the same time as a previously contracted event will not incur security fees. However, should the initially contracted event cancel, security fees will be issued for the remaining event.

WiFi

The Old Courthouse is equipped with WiFi designed for checking e-mail and general web browsing. It is not designed for uploading or downloading large files or streaming audio/video during peak usage.

The SSID is: coevc. The network is not password protected, but guests accessing WiFi will be required to agree to City and County parameters of use before permitted online.

**OLD VANDERBURGH COUNTY COURTHOUSE
EVENTS USER GUIDE
ATTACHMENT II
as of 02-28-2022**