

Purpose

This fee schedule establishes guidelines for the use of the Columbia County Courthouse Courtyard and Rose Garden. It ensures fair public access, preserves the site's historic and aesthetic character, and recovers County costs associated with maintenance, setup, and supervision.

1. General Use Categories

Operating Hours: 8:30 a.m. – 5:00 p.m.

Maximum Capacity: 150 people total for exclusive-use events.

Use Type	Description	Example Uses	Fee Range
Public / Informal Use	Casual, non-exclusive use by individuals or small groups.	Photos, reading, breaks.	Free (first come, first served)
Private / Exclusive Use – Small	Exclusive use for gatherings under 25 people.	Elopement, vow renewal.	\$100/hour (2-hour minimum)
Private / Exclusive Use – Medium	Exclusive use for 25–75 people.	Small weddings, receptions.	\$150/hour (2-hour minimum)
Private / Exclusive Use – Large	Exclusive use for 75–150 people.	Weddings, receptions, celebrations.	\$200/hour (3-hour minimum)
Government / Civic Use	County or partner agency functions.	Official ceremonies, dedications.	No charge
Nonprofit / Community Events	Nonprofit or community-based events open to the public.	Fundraisers, awareness events.	50% discount from private rates
Commercial / Filming Use	For-profit filming, photo, or video productions (insurance required).	Commercial shoots, TV ads.	\$150–\$500/hour depending on impact

2. Fees & Deposits

Fee Type	Description	Amount
Non-Refundable Application Fee	Due with reservation request; required for all exclusive or commercial events.	\$50
Damage Deposit (under 50 people)	Refundable after satisfactory cleanup and inspection.	\$300
Damage Deposit (over 50 people)	Refundable after satisfactory cleanup and inspection.	\$500
Electricity Use	Power for sound, lighting, or music.	\$50 flat fee
After-Hours Use	Events outside 8:30 a.m. – 5:00 p.m.	\$75/hour
Staff Support / Setup	County staff time for setup or cleanup beyond normal operations.	\$55/hour per staff
Chair/Table Rental	Optional county-provided equipment.	\$5 per chair / \$15 per table

3. Use Guidelines

- Reservations required at least 14 days in advance for exclusive or private use.
- Proof of insurance naming Columbia County as additional insured for \$2 million required for events over 50 attendees and for all commercial filming.
- Cleanup must be completed within 24 hours. Failure to clean may result in forfeiture of the damage deposit.
- No permanent fixtures, stakes, or alterations to landscaping.
- Alcohol use prohibited unless approved by the Board of Commissioners.
- Applicant is responsible for all setup, teardown, and trash removal.
- County reserves right to deny use conflicting with courthouse operations or public access.

- Music or amplified sound requires prior approval.

4. Optional Packages

Package	Includes	Duration	Flat Fee
Quick Ceremony	1-hour reservation, up to 20 guests, no power.	1 hour	\$150
Rose Garden Wedding	3-hour reservation, up to 75 guests, power, setup included.	3 hours	\$500
Courtyard Celebration	4-hour reservation, up to 150 guests, power, staff, cleanup.	4 hours	\$800