Office Hours
Monday-Friday
9:00am – 4:00pm
Please call to schedule a venue tour

431 North Meridian Street
Indianapolis, Indiana 46204
events@iwm.in.gov
(317) 233-0529
Fax (317)233-4285

Indiana War Memorial Commission
Facility Use Application and Agreement

Steps to use an Indiana War Memorial facility:

1. Determine if Indiana War Memorial Commission Facility Use Agreement (FUA) is required. **Submission of the Facility Use Agreement is STRONGLY suggested for all events & gatherings to ensure the availability of and the exclusive use of your desired venue.** Small gatherings of less than 50 people are permitted informal use of the outdoor spaces without submission of the FUA. These small gatherings are afforded no benefits (ie: guarantee of non-disruption & location, use of electric or water services, right-of-way, etc) as covered in the FUA, are not permitted use of stickers, chalk, glitter, rice, paint or grills/cooking appliances and must give-way to events & gatherings which have approval for use of the space. Candles are permitted in grass areas only. Erecting any tent or structure, selling goods/services or use of IWM supplied electric, water, fencing or security requires that this FUA be submitted to the IWMC

2. Verify availability of date and venue by calling (317) 233-0529

3. **At least thirty days prior to event** (when possible), return completed FUA to the Indiana War Memorial Commission (IWMC) by email, fax, or mail. Upon receipt of the completed document, the IWMC will determine approval within 14 days. Once a decision has been made, you will be contacted with details and an invoice

4. (Wedding Receptions) Enter into contract with Cibus Catering and one of the cleaning companies listed in Part VII; until this is confirmed, approval from the IWMC will not be granted

5. Remit invoiced deposit within 30 days of approval notification. Submit caterer and bartender licenses and insurance certificate (reference Part II of the FUA).

6. (Exterior events requiring electric, water, fencing) Contact IWM Physical Plant Dir at (317) 716-8376

7. (Large public events where alcohol is served) Contact the Indiana Excise Police at (317) 541-4100 http://www.in.gov/atc/2410.htm

8. (Special Events) Contact the Indianapolis Department of Code Enforcement at (317) 327-4849 www.indy.gov/specialevents

9. (Exterior entertainment events) Contact the Indiana Department of Homeland Security at (317) 232-2318 www.in.gov/dhs/2795.htm

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Indiana War Memorials Venue Fee Schedule
Indiana War Memorials Commission

Interior Venues	Fee	*Deposit
Spruance Hall	$350.00	$150.00
Shoup Hall	$350.00	$150.00
Pershing Auditorium Includes wedding ceremony without reception	$1000.00	$300.00
Grand Lobby	$1000.00	$300.00
Woodfill Board Room	200.00	$100.00
West Foyer Fee waived with any interior rental	150.00	$100.00
Shrine Room Limited in nature as to the type of event	$1000.00	$300.00
All Interior Venues Includes ALL interior except Shrine Room	$2200.00	$550.00
Wedding Reception	$3000.00	$600.00

* Deposits are due within 30 days of event approval and may be higher than stated. The deposit amount is determined by the nature, size, and history of the event.
** Large events hosted at American Legion Mall attracting greater than 30,000 people will incur a $1,000.00 usage fee in addition to all stated fees.
*** Veterans Memorial Plaza and University Park may only be used for events attracting less than 3,000 people. Events attracting greater than 3,000 people are required to rent American Legion Mall.

Exterior Venues	Small	Average	Large	*Deposit
Soldiers & Sailors Monument	North or South Steps $300.00	½ Circle $800.00	Entire Circle $1500.00	$300.00
War Memorial Promenade	Less than 50 people $250.00	Less than 200 people $500.00	$800.00	$250.00
**American Legion Mall	1-1,000 people $800.00	1,000 – 10,000 people $1800.00	10,000 + $3000.00	$800.00
***Veterans Memorial Plaza	1-500 people $800.00	501 -1,500 people $1800.00	1,500 – 3,000 people $3000.00	$800.00
***University Park	Less than 500 $600.00	501 -1,500 people $1200.00	1,500 – 3,000 people $2500.00	$600.00

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BACKGROUND

- The IWMC is an Agency of the State of Indiana, supported by Hoosier tax dollars appropriated from the State General Fund.
- The IWMC operates and maintains 24 acres in the heart of downtown Indianapolis. The IWMC's mission is to honor and commemorate the fidelity, valor and sacrifice of Hoosier Veterans. The User must use the facilities in a manner that is keeping with the spirit of patriotism, citizenship, and good will to others. It is unlawful to restrict the access to a venue by charging admission.
- The IWMC's properties stand as both shrines to the memory of Indiana's veterans and as beautiful examples of urban parks, monuments and memorials.
- The IWMC recognizes that one of the best ways to ensure our Veterans are remembered is to expose the largest possible numbers of visitors to the shrines/parks and structures. For this reason the IWMC has established extensive museum exhibits reflecting Hoosiers at war on behalf of the Nation. It is also for this reason that the IWMC permits and encourages the public to make use of the facilities for special events. The IWMC reserves the right to deny usage of property. The IWMC decision to approve or deny use of IWMC property shall not be based upon or influenced by the intent or content of the proposed event.
- No tax money is appropriated for the IWMC to subsidize the costs of special events; rather, the IWMC is obliged to recover those costs from event sponsors. The fees, charges and penalties set forth herein are intended to ensure that Indiana taxpayers do not cover the costs of special events.
- The buildings and grounds of the IWMC plaza are more than just splendid examples of architecture and beautiful urban parks. They are first and foremost, shrines to the memory of Indiana's veterans of the Armed Forces-living and dead. As such, the IWMC is committed to returning them to full functionality in not more than 48 hours from the end of a major event. Much shorter periods (12 to 24 hours) is the norm for all other events. Event sponsors must leave the venue in the same condition as before they arrived. To the extent they can do so with their own resources, they avoid paying for clean-up by IWMC staff. Erection of permanent structures, attaching anything to the exterior of the Monuments or Memorials and/or altering the image of the Monuments or Memorials in any way is strictly prohibited. The following documents, procedures, and policies ensure that the IWM properties remain respectful Monuments and Memorials to our Military Veterans.

USAGE FEES

- Usage fees are established to ensure recovery of state tax dollars consumed in the event process. Costs of event planning, coordinating logistics, area preparation, security, provision of special equipment and set up are all subject to recovery on a time and materials basis.
- Actual expenditures on the above expense items vary based upon: (1) size of venue, (2) duration of event, (3) numbers attending, (4) peak attendance numbers and (5) special services/materials provided.
- It is the goal of the IWMC to ensure that all events and gatherings are successful. In the case of a small personal gathering or event of short duration for which a FUA has been submitted, the IWMC may reduce or waive fees and insurance requirements. To be considered, the User must submit a request in writing at the time of submission of the FUA. This request must include a sworn statement of hardship that the event is not supported, sanctioned or advertised by any organization, business or foundation. With the exception of the sale of goods/services, the IWMC decision to reduce or waive fees and insurance requirements shall not be based upon or influenced by the intent or content of the proposed event.
- **Fees are waived for official events hosted by State Government and Official Military organizations and Veterans Groups.**

Part I Event Information

Organization Name:_____Fed ID:_____

Organization Type: Military ◯ Government ◯ Non-Profit ◯ Commercial ◯ Educational ◯ Personal ◯

Point of Contact Name:_____

Street Address:_____

City:_____State:_____Zip:_____

Email:_____

Day Phone:_____Evening:_____Cell:_____Fax:_____

Event Title:_____

Purpose for use of facility/describe event in detail:_____

_____

_____

Facilities Requested: ◯ Wedding Reception (Interior IWM) ◯ Grand Lobby ◯ Spruance Hall ◯ Shoup Hall
◯ Pershing Auditorium ◯ Woodfill Board Room ◯ West Foyer ◯ American Legion Mall ◯ IWM Promenade
◯ Veterans Memorial Plaza ◯ University Park ◯ USS Indianapolis (CA-35) Monument (central canal)
◯ Soldiers and Sailors Monument: ◯ Entire circle inside bollards ◯ Half circle inside bollards
◯ North steps only ◯ South Steps only

Facility	Date	Set Up Time	Event Start Time	Event End Time	Clean Up Time Complete	Total Hours

List all dates including setup, rehearsal, event and tear down dates. Tear down and setup dates are charged 50% of the daily fee for the facility utilized.

Attendance total for event: _____ Maximum at one time: _____

For office use only:

Date Received: _____ Venue Fee: _____ After Hours Fees: _____ Total Due: _____

Deposit: _____ Date Paid: _____ Paid in Full: _____ Cancelled: _____

On Calendar: ____ Yes ____ No Tracking: _____ Yes ____ No Certificate on File: ___ Yes ___ No

PART II Policies and Regulations

Thank you for considering the IWMC Property for your special event. We look forward to working with you and making your event successful. We ask that you follow these rules to ensure that your event goes smoothly and that the IWMC Properties are protected. Failure to comply will result in cancelation of event and possible prohibition of future events.
Initial next to each item indicating that you have read and understand the rules and regulations set herein.
****Wedding receptions are subject to additional rules and policies, see item #23 WEDDING RECEPTIONS.**

_____ 1) **CONDUCT:** The User is responsible for the decorum, peace, and good will associated with the User's activities and will seek to revere and safeguard the facility. The flag of the United States must be displayed in a prominent, respected position at each activity. User is responsible for set up requirements and for returning the facilities to the same condition as upon arrival. Pursuant to I.C. 10-18-1-24(4), political meetings that involve the building of a wall, fence, or other obstruction are prohibited within the bollards of the Soldiers and Sailors Monument. The IWMC and its agents reserve the right at any time to revoke a permit, cancel the facility rental agreement, cancel an event and/or "shut-down" an event in any case where it may be determined that the event may result in damage or disgrace to the IWMC properties/Monuments/Memorials or when the event may result in harmful or unsafe conditions for event staff, event attendees, IWMC staff and/or members of the general public.

_____ 2) **FEES AND RESERVATIONS****: Generally, the IWMC requires a Venue User Fee to utilize a venue. User Fees are due IN FULL no later than the day of the event. Deposits are due 30 days after confirmation of event reservation. The IWMC reserves the right to cancel or reschedule any event at least 60 days prior to the scheduled event. Other modifications to reservations may be made to ensure events do not conflict. The IWMC decision to cancel or reschedule an event shall not be based upon or influenced by the intent or content of an event.

a. The Venue User fee and damage deposit are waived for Official Military Events, Official Veterans Organization Events, and events held by State Government Agencies. These Users remain liable for any and all damages occurring to the IWMC as a result of their events. These Users are responsible for the set up requirements of their event and for returning the facilities to the same condition and set up as upon arrival.

b. Personal events for active duty Military or Retired Veterans will receive a fifty percent discount.

c. Events hosted by non-profit organizations will receive a fifty percent discount.

d. In the case of a small personal gathering or event of short duration for which a FUA has been submitted, the IWMC may reduce or waive fees. To be considered, the User must submit a request in writing at the time of submission of the FUA. This request must include a sworn statement of hardship that the event is not a supported, sanctioned or advertised by any organization, business or foundation. Fees are not waived for gatherings or events intended to garner revenue or profit for any individual, business or organization. With the exception of the sale of goods/services, the IWMC decision to reduce or waive fees shall not be based upon or influenced by the intent or content of an event.

e. Official Military and Veteran's Group event as well as events sponsored by the IWMC have scheduling priority.

_____ 3) **INSURANCE REQUIREMENTS**: The IWMC requires the User to obtain a General Liability Certificate of Insurance. The insurance policy must have a limit of not less than $300,000 for injury to or death of one person in any one occurrence and not less than $1,000,000 for injury or death of all persons in that occurrence. The Certificate of Insurance must name the State of Indiana and Indiana War Memorials Commission as additional insured for the time period covering the event (including set-up/tear-down). The Certificate of Insurance must be received by IWMC <u>PRIOR</u> to event date. This requirement is waived for government agencies hosting events. In the case of a small personal gathering or event of short duration for which a FUA has been submitted, the IWMC may waive the insurance requirement. To be considered, the User must submit a request in writing at the time of submission of the FUA. This request must include a sworn statement of hardship that the event is not supported, sanctioned or advertised by any organization, business or foundation. With the exception of the sale of goods/services, the IWMC decision to waive insurance requirement shall not be based upon or influenced by the intent or content of an event.

_____ 4) **ALCOHOL****: The consumption of alcohol is prohibited without the expressed written approval of the IWMC (see part VI). It may only be dispensed by a bartender with appropriate licensing and done so in accordance with all applicable laws. Bartender license copies must be provided to the IWMC prior to the event. All events are required to abide by all Indiana Excise regulations and policies which will be strictly enforced by the IWMC staff and security.

_____ 5) INTERIOR **AUDIO VISUAL EQUIPMENT**: The IWMC maintains a complete audio visual package for the auditorium and a portable audio unit for the meeting rooms/halls. Depending on the complexity of the AV requirements, there may be an additional charge for a technician at a rate of $50.00 per hour. Users requesting the audio visual package are required to meet with the staff prior to the event to prepare the equipment. It is the responsibility of the User to obtain an appointment with the staff at least one day prior to the event if any equipment other than a microphone is required, to ensure that all computer presentations or other AV requirements are working properly.

_____ 6) **CANCELLATION**: User will receive 100% of prepaid fees when cancellations are made at least 60 days before the event. Cancellations made less than 60 days before the event will result in the forfeiture of the entire rental fee.

_____ 7) **CATERERS****: The IWM provides a list of Preferred Caterers as a suggestion and not a requirement. User may be required to pay $100 when using a non-preferred caterer. Portable grills or cooking stoves are not allowed on IWMC properties.

_____ 8) **CLEANING AND TRASH REMOVAL**:

a. The property is deemed to be in satisfactory condition when it is left **in the same condition as it was prior to the event.** IWMC will conduct a post event inspection, ideally accompanied by User to determine condition of premises. In the event that User is not present, deficiencies will be recorded with photographs and provided to User along with invoice for cleaning/repair costs.

b. **Users are required to <u>remove</u> from the premises all trash, decorations, and other materials immediately following the event and before vacating. When trash removal is not performed, the User will be charged a fee ranging $200 to $1,000.**

c. Users are responsible for any damage or stain which occurs as a result of the removal of trash. Specifically, the steps of the Indiana War Memorial will be required to be pressure washed if a stain is left behind. Pressure washing must be completed by a professional or experienced individual with the utmost care taken to preserve the integrity of the step surface and grout.

_____ 9) **DAMAGES**: The User assumes full responsibility for the character, acts, and conduct of all persons admitted on premises for event. The User is responsible for all damages to the premises caused by User's event. **If the User does not complete the requisite clean-up, trash removal, or fails to remediate damages, the venue will be restored by IWMC staff and/or contractor and User agrees to pay IWM for all damages and all labor, fees, and materials resulting from noncompliance of this agreement.**

_____ 10) **DECORATIONS**: All decorations must be approved prior to event setup. The IWMC **<u>prohibits</u>** the use of nails, staples, thumb tacks, carpet tape, duct or masking tape, and other adhesive products on walls or IWMC surfaces/structures. Also prohibited is confetti, glitter, stickers, birdseed, fog machines, rice, paint, or chalk. Bubbles may be used in exterior spaces only. Candles are restricted to the exterior grass areas; interior candles must be appropriately contained and require prior approval from the IWMC.

_____ 11) **RENTALS: DELIVERIES AND RECEIVING**: All deliveries for an event must be prearranged through the IWMC. All materials used during an event must be removed from the premises immediately following the event unless other arrangements are made with IWMC. A ramp is located on the northwest side of the building on Michigan Street. The User is responsible for the security and safeguard of any materials and/or equipment introduced on the premises. No vehicle is permitted to drive/park on sidewalks or grass areas without prior written approval. If permission is granted, a protective material must be placed under the vehicle to prevent staining and/or the contamination of IWMC property.

_____ 12) **EQUIPMENT AVAILABLE**: The IWMC has limited quantities of tables and chairs available for interior use on a first come first served basis free of charge. Priority is given to military events.

_____ 13) **ELECTRICAL**: There is 110V, 20 AMP electrical service available in most interior areas of the IWMC and a limited amount of the same in the outdoor parks and Monuments. If electrical requirements are beyond what exists; the User should contact the Physical Plant Director at 317-716-8376 to determine if a licensed electrician is required to rectify the situation. A member of the IWMC maintenance staff must be present to assist the electrician. Users may opt to use generators for their electrical needs with the approval of the Physical Plant Director. A protective pad or mat is required to be placed under any fuel powered generator. The installation of grounding rods are not permitted on IWMC properties.

_____ 14) **EXTERIOR EVENTS**: Exterior event Users are required to contact the Physical Plant Director at 317-716-8376 (Monday – Friday 7am – 3pm) to clarify electric and water needs no later than 7 days prior to event. Veterans Memorial Plaza and University Park may only be used for events attracting less than 3,000 people. Events attracting greater than 3,000 people must rent American Legion Mall. Large events hosted attracting greater than 30,000 people will incur an additional $1,000.00 usage fees. The IWMC reserves the

right to disapprove large events upon application receipt if the event is scheduled within 7 days of an already scheduled large exterior event. This right will be exercised with respect to the state of the exterior grounds, foliage and plantings.

_____ 15) **EVENT HOURS**: All interior events require the presence of IWMC Staff in addition to ILEA security and will be charged $25.00 per hour for each hour the event runs past 5:00pm. Interior events must be completed and cleaned up by no later than midnight. If an event extends beyond the approved time, additional fees will apply. Daytime events may not interfere or impede daily operations during normal operating hours. The IWM Museum is open to the public Wednesday through Sunday 9:00am -5:00pm, the Civil War Museum is open Wednesday through Sunday 10:30am – 5:30pm. Interior events are permitted to begin set-up 2 hours prior to the event.

_____ 16) **MUSIC AND ENTERTAINMENT**: Arrangements for music and other entertainment must be approved by IWMC. All music, entertainment, and other activities must not interfere with daily Museum operations. All music levels during the event must conform to the city/county noise ordinance.

_____ 17) **PHYSICALLY CHALLENGED AND PARKING**: Metered parking is available around the IWMC and the entire plaza. Handicapped parking is available on Michigan Street. An access ramp is located on the northwest side of the building on Michigan Street. No parking is permitted within the PERMIT zones on Michigan or North Streets.

_____ 18) **PRINTED MATERIALS, PROMOTION OF EVENTS AND SIGNAGE**: The User shall neither sell nor distribute anything of value without the prior consent of the IWMC. The User agrees to submit any information, including programs and invitations, containing the IWM name, image, or logo to the office for approval prior to printing or airing. Media coverage of the event must be approved by the IWMC prior to the event. All displayed signage must be approved by the IWMC.

_____ 19) **OTHER SERVICES**: Other special requirements will be dealt with on a case by case basis. If the IWMC cannot provide certain requirements, the event sponsor is free to seek assistance elsewhere with prior approval.

_____ 20) **SECURITY**: The IWMC is staffed with Capitol Police security; this security extends to the building and grounds and does not qualify as event security. Events requiring security presence are responsible for hiring an outside security firm.

_____ 21) **SMOKING**: Smoking is not permitted in the IWMC buildings. Smoking is permitted outside, in designated areas greater than 8 feet from any entrances or walkways leading to or from the IWMC buildings.

_____ 22) **PUBLIC SAFETY**: User is responsible for obtaining the proper permits for any stage or tent erected. For tents and stages contact Indianapolis Department of Code Enforcement at (317) 327-4849 www.indy.gov/specialevents and Indiana Department of Homeland Security at (317) 232-2318 www.in.gov/dhs/2795.htm . User is responsible for ensuring the safety of the public and all event staff and attendees. Exterior public events are required to have an emergency plan to include the User's point of contact for severe weather determination and evacuation of attendees and staff. The IWMC and its agents reserve the right at any time to revoke a permit, cancel the facility rental agreement, cancel an event and/or "shut-down" an event in any case where it may be determined that the event may result in damage or disgrace to the IWMC properties/Monuments/Memorials or when the event may result in harmful or unsafe conditions for event staff, event attendees, IWMC staff and/or members of the general public.

_____ 23) **WEDDING RECEPTIONS: Wedding Receptions are subject to the following policies in addition to line items (not noted with " ** ") listed above:**
Fees: A 50% discount may be applied to the Wedding Reception Rental Fee ($3000.00) only in the case of the bride, groom, or parents of either the bride or groom being active duty Military or an honorably discharged Veteran. The use of Pershing Auditorium for rehearsal and Ceremony is included in the $3000.00 fee. Wedding Ceremonies and Receptions are restricted to begin after the Museum closes (Wed – Sun 5pm); the IWM must be restored to public readiness prior to midnight.
Caterers: Wedding Receptions are restricted to contracting with Cibus Catering; see Part VII.
Cleaning and Trash Removal: Wedding receptions are required to contract with one of the Cleaning Services listed in Part VII; no exceptions will be granted. Pre-payment of cleaning fees must be paid directly to the Cleaning Company prior to final approval of the Wedding Reception by the IWM; if Cleaning Company notifies IWM of non-payment, the Wedding reception is subject to cancellation. User is held responsible for all trash removal, damage to IWM facilities and for returning the facility to the same condition as it was prior to the wedding reception.
Capacity: Wedding Receptions are limited to 180 guests, including the wedding party.

Part III Agreement

The information contained herein, shall upon acceptance by the Indiana War Memorials Commission (IWMC) become binding parameters governing the conduct of the requested event. Intentionally erroneous or misleading data will be grounds for cancellation or termination of the event.

I hereby affirm that the submitted information is true and correct to the best of my knowledge. I further affirm that I am authorized to apply for this permit and to enter into agreements on behalf of the User identified on this application. I have read and understand the rules and regulations governing the use of IWMC facilities, and agree to abide by the rules and regulations and ensure that the User identified herein also agrees to abide by said rules and regulations. The User agrees that while renting the IWMC properties the user will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of a person's race, color, gender, religion, creed, national origin, ancestry, age or handicap.

The User agrees to indemnify, defend, and hold harmless the State of Indiana, the Indiana War Memorials Commission, and its agents, officers, members, guests, employees, and/or contractors from all claims and suits including court costs, attorney's fees and their expenses caused by any act or omission of the User or its contractors for the event described in this application.

The User further agrees to indemnify, defend, and hold harmless the State of Indiana, the Indiana War Memorials Commission, and its agents, officers, members, guests, employees, and/or contractors from all liability which may result from severe weather, an act of terrorism or other catastrophic event.

Applicant: _____
(Individual requesting use of facilities)

Signature: _____

Event Name: _____

Event Date: _____

Date Signed: _____

Caterer's Information

Company Name: _____
Contact Person: _____
Phone: _____ Delivery date and Time: _____

Additional Vendors: Independent Bartender ◯ Florist ◯ Photographer ◯
Event Planner ◯ Staging ◯ Tent/Table/Chair/Material Rental ◯

Part IV IWM Interior Venue Set-Up Request

The set up of the properties of the IWM is the responsibility of the User but the staff is willing to help if available. Materials including tables and chairs must be returned to the same location as prior to your arrival unless otherwise directed by the staff.

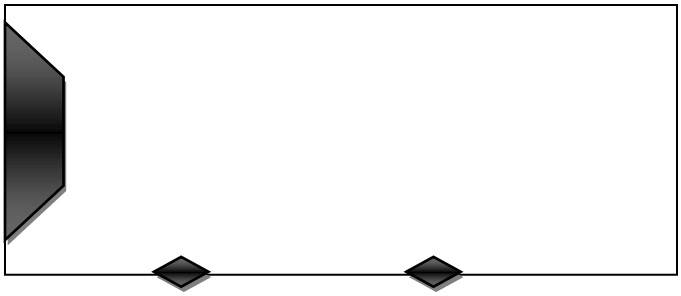
Available Equipment

- 20 - 60" round banquet tables (seats 8)
- 20 – 8' rectangular tables
- 10 tall cocktail tables (36" round)
- 170 white resin folding chairs
- 80 metal folding chairs
- Spruance Hall has 60 blue club style chairs
- Shoup Hall has 60 burgundy club style chairs
- Drop down screen available in Shoup and Spruance Halls and Auditorium
- One portable audio unit with microphone

Spruance Hall

Draw a Diagram of your setup: Room Dimension 24'X55'

X = folding chairs C = club chairs ▭ or ⬡ = tables

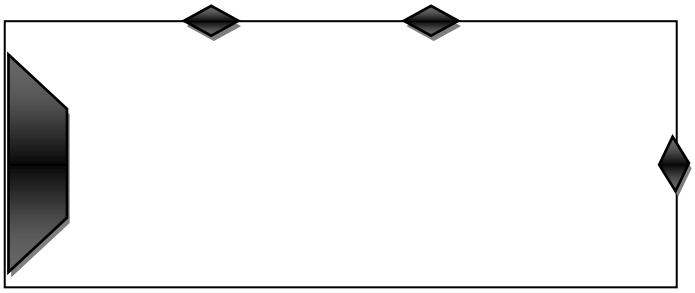


Shoup Hall

(Has an attached kitchen area for food preparation and staging)

Draw a Diagram of your setup: Room Dimension 24'X55"

X = folding chairs C = club chairs ▭ or ⬡ = tables



Pershing Auditorium

The auditorium offers capabilities including computer presentations on a 15' drop down video-format viewing screen, a 570 watts per channel audio system with CD, all in an acoustically sound theater that seats 500. The stage measures 26'X14'. User must provide laptop for presentations. The auditorium is dedicated to General Pershing, whose portrait adorns the backdrop of the stage. This portrait will not be covered for any event held in the Pershing Auditorium.

Podium _____ Yes ____ Number ____ No
State and National Flags _____ Yes _____ No
Number of microphones available: 1 lapel, 1 wireless, 6 corded

Number of microphones needed: (not to exceed 2 wireless)

_____ Wireless Lapel _____ Wireless handheld _____ Corded

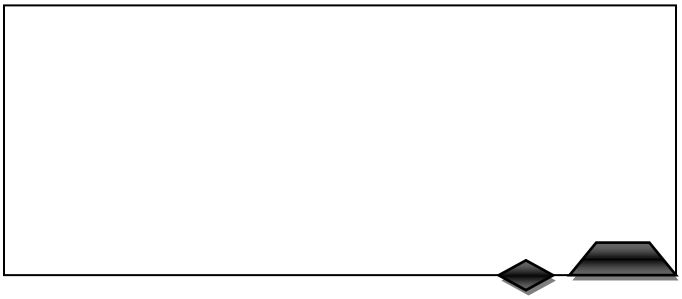
Video/PowerPoint Presentation _____ CD _____

Live Entertainment _____

Grand Lobby

Draw a Diagram of your setup: Room Dimension 23'X117'

X = folding chairs C = club chairs ▭ or ⬡ = tables



West Foyer dimensions: 20'X33'

East & West Hallway dimensions: 11'X99'

Shrine Room dimensions: 53'X53' with 22'X22' alter

MAXIMUM CAPACITY			
Venue	Lecture Set Up	Reception Style with Club Chairs	Reception Style with folding chairs
Grand Lobby	Not recommended	120	180
Shoup Hall	60	60	120
Spruance Hall	60	60	120
West Foyer	Not recommended	30	50

Part V Outdoor Set-Up **(American Legion Mall, Veterans Memorial Plaza, IWM Promenade, University Park, Soldiers and Sailors Monument)**

Please specify your intended arrangements for the following:
(NOTE: Activities marked with an * will require separate approval from various city/county offices.)

Event Parking _____

Portable Toilets: Number _____ **Locations**_____

Event Security _____

*** Street Closures** _____

*** Food/Beverage Vending** _____

*** Alcohol Beverage Sales** _____

Merchandise Vending _____

Emergency Medical _____

Water/Electric Power Sources _____

Post Event Cleanup _____

Number/Type Trash Receptacles _____

Solid Waste Removal _____
If trash is left on premises, User will be fined $200 to $1,000

***Placement of Stage(s)** _____

***Placement of Tent(s)** _____

*For tents and stages contact Indianapolis Department of Code Enforcement at (317) 327-4849 www.indy.gov/specialevents and Indiana Department of Homeland Security at (317) 232-2318 www.in.gov/dhs/2795.htm .

Other Planned Structures _____

List Contractors/Vendors Involved _____

_____

Additional Details _____

_____

Part VI Alcohol Use Request Form

Applicant: _____

Organization: _____

Event Name: _____

Date of Event: _____

Requested Venue: _____

Beverages to be served: Beer ◯ Wine ◯ Liquor ◯

Name of Licensed Bartender: _____

Company Name: _____

Acceptance of Legal Responsibility by the Applicant/Responsible Person:

I fully understand that all alcoholic beverages must be served by a licensed bartender. I understand the liability related to the service of alcoholic beverages is not the liability of the Indiana War Memorial Commission, or the State of Indiana. I further understand that severe liability may result from the service of alcoholic beverages. I agree, by signing this use request, to accept any and all liability resulting from the service of alcoholic beverages during my event on the Indiana War Memorial Commission's properties. I further agree to hold harmless the Indiana War Memorial Commission and the State of Indiana from any and all claims resulting from the service of alcoholic beverages during this event.

_____ _____

Applicant/Responsible Event Sponsor Signature Date

For Office Use Only

_____ Approved _____ Denied

Reason for Denial _____

Authorized Signature _____ Date _____

Part VII Wedding Receptions

Users utilizing Indiana War Memorial facilities for Wedding Receptions are required to engage in contract with the following companies prior to Commission approval of the Wedding Reception.

Food and Beverage will be provided exclusively by Cibus Catering.

Cibus Catering
(317) 492-2022
Laura@CibusFSS.com
www.cibusfss.com

Cleaning Services will be provided by one of the 3 listed companies. User must ensure that the Indiana War Memorial is returned to pre-event condition prior to 12:00am. It is suggested that User arrange for the cleaning company to be onsite no later than 11:00pm. User is held responsible for all trash removal and damage to IWM. Cleaning Services should cost no more than $200.00

Kell's Cleaning
Kelly Williams
(317) 437-9327

IndyClean, Inc
Jill McBride
(317) 610-6671

JTF Cleaning Service
Torie Lowe
(317) 640-1695

Part VIII Preferred Caterers (not applicable for Wedding Receptions)

The preferred caterers listed below are provided as a suggestion.
The $100.00 vendor fee (as listed in Part II Item 7) is waived when a preferred caterer is utilized.

Premier Preferred Caterer

Cibus Catering
(317) 492-2022
Laura@CibusFSS.com
www.cibusfss.com

Preferred Caterers

Hoaglin Catering & Hoaglin Every Day
(317) 924-3389
www.hoaglincatering.com

MBP Catering
(317) 636-4444
www.mbpcatering.com

Thomas Caterers of Distinction
(317) 542-8333
www.thomascaterers.com