



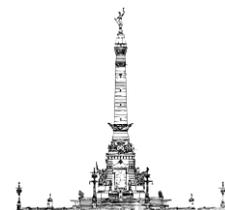
Office Hours
Monday-Friday
9:00am - 4:00pm
Please call to schedule a venue tour

431 North Meridian Street
Indianapolis, Indiana 46204
(317) 233-0529
Fax (317)233-4285

Indiana War Memorial Commission Venue Rental Application and Agreement

Steps to rent an Indiana War Memorial facility:

- 1.** Verify availability of date and venue by calling (317) 233-0529.
- 2.** Complete entire Venue Rental Application and Agreement. Provide as many details as known at the time.
- 3.** Return completed document to the Indiana War Memorial Commission by email (events @iwm.in.gov), fax (317-233-4285) or mail (Indiana War Memorial Attn: Events 431 North Meridian Street Indianapolis, IN 46204). Upon receipt of the completed document, the Indiana War Memorial Commission will determine approval within 14 days. Once a decision has been made, you will be contacted with details and an invoice.
- 4.** Remit invoiced deposit within 30 days of approval notification.
- 5.** (Exterior events only) Contact the Physical Plant Director of the Indiana War Memorial at (317) 716-8376.
- 6.** (Large public events where alcohol is served) Contact the Indiana Excise Police at (317) 541-4100 <http://www.in.gov/atc/2410.htm> .
- 7.** (Special Events) Contact the Indianapolis Department of Code Enforcement at (317) 327-4849 www.indy.gov/specialevents .
- 8.** (Large entertainment events) Contact the Indiana Department of Homeland Security at (317) 232-2318 www.in.gov/dhs/2795.htm .
- 9.** Submit caterer and bartender licenses and insurance certificate (reference Part II of the Venue Rental Application and Agreement) to the Indiana War Memorial Commission by email (events @iwm.in.gov), fax (317.233.4285) or mail (Indiana War Memorial Attn: Events 431 North Meridian Street Indianapolis, IN 46204).





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Indiana War Memorials Venue Rental Fee Schedule

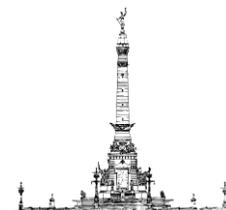
Interior Venues	Fee	*Deposit
Spruance Hall	\$350.00	\$150.00
Shoup Hall	\$350.00	\$150.00
Pershing Auditorium	\$1000.00	\$300.00
Grand Lobby	\$1000.00	\$300.00
Woodfill Board Room	200.00	\$100.00
West Foyer <small>Fee waived with any interior rental</small>	150.00	\$100.00
Shrine Room <small>Limited in nature as to the type of event</small>	\$1000.00	\$300.00
All Interior Venues <small>Includes ALL interior except Shrine Room</small>	\$2200.00	\$550.00

* Deposits 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	<small>North or South Steps</small> \$300.00	<small>½ Circle</small> \$800.00	<small>Entire Circle</small> \$1500.00	\$300.00
War Memorial Promenade	<small>Less than 50 people</small> \$250.00	<small>Less than 200 people</small> \$500.00	\$800.00	\$250.00
**American Legion Mall	<small>1-1,000 people</small> \$800.00	<small>1,000 - 10,000 people</small> \$1800.00	<small>10,000 +</small> \$3000.00	\$800.00
***Veterans Memorial Plaza	<small>1-500 people</small> \$800.00	<small>501 -1,500 people</small> \$1800.00	<small>1,500 - 3,000 people</small> \$3000.00	\$800.00
***University Park	<small>Less than 500</small> \$600.00	<small>501 -1,500 people</small> \$1200.00	<small>1,500 - 3,000 people</small> \$2500.00	\$600.00





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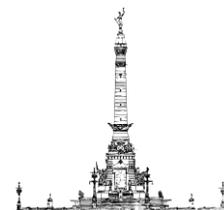
Indiana War Memorials

I. BACKGROUND:

- The Indiana War Memorials Commission is an Agency of the State of Indiana, supported by Hoosier tax dollars appropriated from the State General Fund.
- The Indiana War Memorials Commission operates and maintains 24 acres in the heart of downtown Indianapolis. The War Memorial'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 Commission's properties stand as both shrines to the memory of Indiana's veterans and as beautiful examples of urban parks, monuments and memorials.
- The Commission 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 Commission has established extensive museum exhibits reflecting Hoosiers at war on behalf of the Nation. It is also for this reason that the Commission permits and encourages the public to make use of the facilities for special events. The Commission reserves the right to deny usage of property.
- No tax money is appropriated for the Commission to subsidize the costs of special events; rather, the Commission 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.

II. 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.
- **Usage fees are waived for entities of State Government and Official Military organizations and Veterans Groups.**
- The buildings and grounds of the War Memorials 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 Commission 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 Commission staff. The following documents, procedures, and policies ensure this happens.





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:

Spruance Hall Shoup Hall Pershing Auditorium Grand Lobby Woodfill Board Room West Foyer

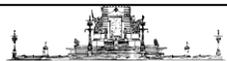
IWM Promenade Soldiers & Sailors Monument American Legion Mall Veterans Memorial Plaza University Park

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 Indiana War Memorial Facility Policies and Rental Regulations

Thank you for considering the Indiana War Memorials 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 IWM Properties are protected. Failure to comply will result in partial or total loss of damage deposit. Best wishes for a safe and successful event!

Please initial next to each item indicating that you have read and understand the rules and regulations set herein.

_____ 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.

_____ 2) **FEES AND RESERVATIONS:** The Indiana War Memorials Commission requires a Venue User Fee to reserve a venue. The application, rental fees, damage deposit, and Certificate of Insurance must be received before the event is officially scheduled on the Events Calendar. Once received, a receipt/permit will be sent to you for your records. Courtesy holds are good for 15 days and will be released without notice.

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 Indiana War Memorials 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. Events hosted by non-profit organizations will receive a fifty percent discount. User is responsible for set up requirements and for returning the facilities to the same condition as upon arrival.

c. Official Military and Veteran's Group event as well as events sponsored by the Commission have scheduling priority and all other events are scheduled on a case-by-case basis. The Commission 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.

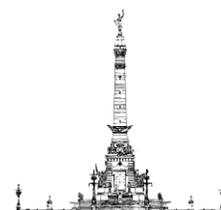
_____ 3) **INSURANCE REQUIREMENTS:** In most instances the Indiana War Memorials Commission requires the sponsoring organization to obtain a General Liability Certificate of Insurance. The insurance policy must have a limit of not less than \$300,000 for injury to or death of one person in any one occurrence 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 of the event. The Certificate of Insurance must be submitted PRIOR to event. This requirement is waived for governmental agencies hosting events.

_____ 4) **ALCOHOL:** The consumption of alcohol is prohibited without the expressed written approval of the War Memorials Commission. 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 Indiana War Memorials Commission prior to the event. All events are required to abide by all Indiana Excise regulations and policies which will be strictly enforced by the Indiana War Memorial Commission.

_____ 5) **AUDIO VISUAL EQUIPMENT:** The Memorial 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 30 days before the event. Cancellations made less than 30 days before the event will result in the forfeiture of the entire rental fee.

_____ 7) **CATERERS:** Indiana War Memorials provides a list of Preferred Caterers as a suggestion and not a requirement. User must pay \$100 when using a non-preferred caterer. Portable grills or cooking stoves are not allowed on Indiana War Memorial 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.** Staff 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 expected to remove from the premises, all trash, decorations, and other materials immediately following the event and before vacating. Trash removal is an additional \$200 fee.**

_____ 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 Commission staff and/or contractor and User agrees to pay the Commission for all damages and all labor, fees, and materials resulting from noncompliance of this agreement. User will be charged at a rate of \$50.00 per hour, materials and a service charge of 10% of total.**

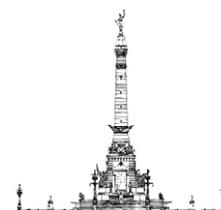
_____ 10) **DECORATIONS:** All decorations must be approved prior to event setup. The use of nails, staples, thumb tacks, carpet tape, duct or masking tape, and other adhesive products is prohibited. Confetti, glitter, stickers, birdseed, rice or any similar material is also prohibited. Bubbles may be used outside. Candles are strictly prohibited on or in all War Memorials properties except with prior approval for the Grand Lobby, West Foyer, Shoup & Spruance Halls.

_____ 11) **RENTALS: DELIVERIES AND RECEIVING:** All deliveries for an event must be prearranged through the Commission office. All materials used during an event must be removed from the premises immediately following the event unless other arrangements are made with the Commission office. 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 of any facility of the Commission. 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 Indiana War Memorial grounds.

_____ 12) **EQUIPMENT AVAILABLE:** The Commission has limited quantities of tables and chairs are 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 War Memorial and a limited amount of the same in the outdoor parks and monuments. If service is available, event sponsors may utilize at no additional cost. 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 Indiana War Memorial 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.

_____ 14) **EXTERIOR EVENTS:** Exterior events are required to obtain an appointment with the Physical Plant Director prior to and following the event. User is responsible for contacting 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 are required to rent American Legion Mall. 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. The Indiana War Memorial Commission 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 Indiana War Memorial 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 Museum is open to the public Wednesday through Sunday 9:00am - 5:00pm. Events are permitted to begin set-up 2 hours prior to the event in the Halls and at 3:00pm in the Grand Lobby. Exception requests must be made in writing to the Commission office.

_____ 16) **MUSIC AND ENTERTAINMENT:** Arrangements for music and other entertainment must be approved by the Commission office. 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.

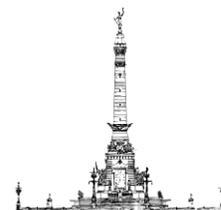
_____ 17) **PHYSICALLY CHALLENGED AND PARKING:** Metered parking is available around the Indiana War Memorial building and the entire plaza. Handicapped parking is available on Michigan Street. An access ramp is located on the northwest side of the building on Michigan Street.

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

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

_____ 20) **SECURITY:** The Indiana War Memorial 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 Indiana War Memorial building. Smoking is permitted outside, in designated areas set away from any entrances or walkways leading to or from the Indiana War Memorial.





Part III Agreement

The information contained herein, shall upon acceptance by the Indiana War Memorials Commission 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 War Memorial 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 War Memorials 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 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 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.

Applicant: _____
(Individual requesting use of facilities)

Signature: _____

Event Name: _____

Event Date: _____

Date Signed: _____

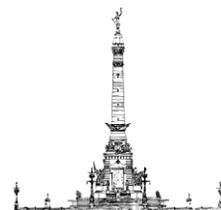
Caterer’s Information

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 Interior Venue Set-Up

The set up of the properties of the Indiana War Memorial is the responsibility of the User but the War Memorial 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 Commission staff.

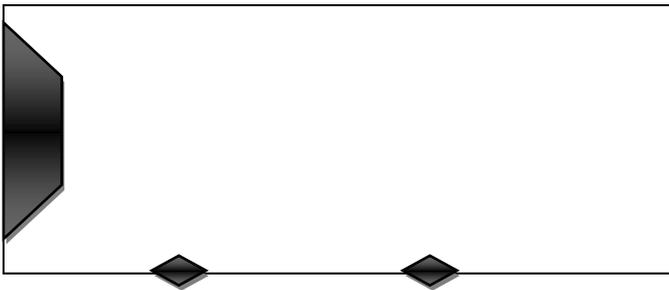
Available Equipment

- 20 - 60" round banquet tables (seats 8)
- 20 - 8' rectangular tables
- 10 tall cocktail tables (36" round)
- 85 white folding chairs
- 85 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

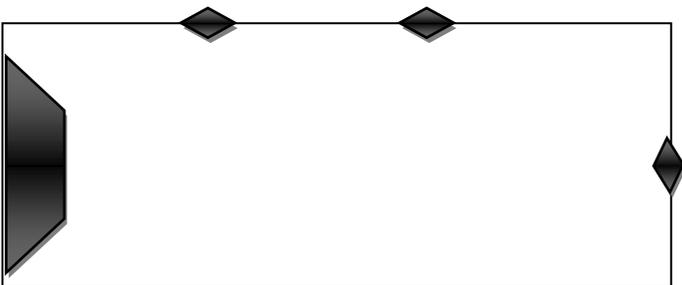


Shoup Hall

(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.

Podium _____ Yes _____ Number _____ 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

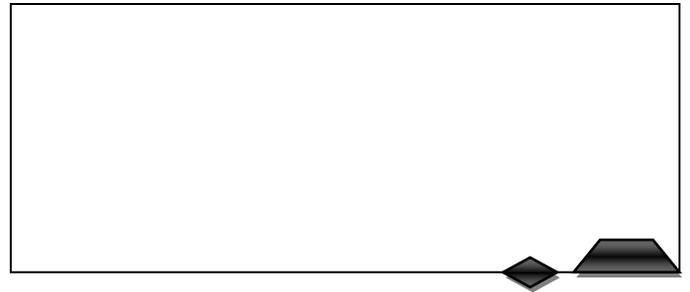
Video/PowerPoint Presentation _____ CD _____

Live Entertainment _____

Grand Lobby

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

X = folding chairs C = club chairs or = tables

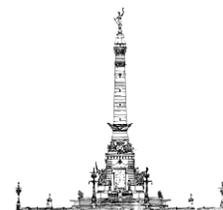


West Foyer dimensions: 20'X33'

East & West Hallway dimensions: 11'X99'

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

Venue	MAXIMUM CAPACITY		
	Lecture Set Up	Reception Style with Club Chairs	Reception Style with folding chairs
Grand Lobby	Not recommended	120	200
Shoup Hall	60	60	120
Spruance Hall	60	60	120
West Foyer	Not recommended	30	50





Part V Outdoor Event Set-Up Information

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 _____

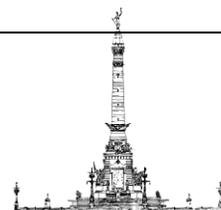
Placement of Stage(s) _____

Placement of Tent(s) _____

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 _____

