

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285



Indiana War Memorials Commission Facility Usage Application and Agreement

Thank you for considering the Indiana War Memorials Commission (IWMC) properties for your special event. We look forward to working with you and making your event successful.

About the IWMC Properties:

The Indiana War Memorials Commission properties consist of the Indiana War Memorial, the Soldiers and Sailors Monument and bricks surrounding the Monument, the Indiana 9/11 Memorial, the USS Indianapolis CA 35 Memorial, the Medal of Honor Memorial, the American Legion Mall, Veterans Memorial Plaza and University Park. The Indiana War Memorials Commission manages 25 acres of memorials and properties dedicated to honoring veterans in the downtown Indianapolis area. The IWMC's mission is to honor and commemorate the fidelity, valor, and sacrifice of Hoosier Veterans. It is recognized that one of the best ways to ensure our veterans are remembered, is to expose visitors to the shrines, parks, and museums that honor their service. For this reason, the IWMC permits and encourages the public to make use of the interior and exterior properties for special events.

Steps to use the Indiana War Memorials Facilities:

1. Verify availability of date for event by emailing events@iwm.in.gov or calling (317) 233-0529. An event date can be held without the completed FUA for up to thirty days from inquiry.
2. An IWMC Facility Usage Agreement (FUA) is required for **ALL** event reservations. The FUA must be completed and submitted along with appropriate payment at least fifteen days after a tentative hold on the date is placed, unless otherwise approved by the IWMC Executive Director. If there is less than 30 days prior to the event date, the FUA and all other required items must be received within three days of tentatively holding the date. The FUA and all other required documents may be submitted to the IWMC by email, fax, mail or in-person.
3. Facility rental fees are waived for official events hosted by state or federal government entities, first responder organizations, official military organizations and veterans' groups.
4. The IWMC is an Agency of the State of Indiana and is supported by Hoosier tax dollars appropriated from the State General Fund. However, 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.

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285

Indiana War Memorials Commission Venue Fees

Interior Venues	Fee	Deposit
Spruance Hall	\$450.00	\$100.00
Shoup Hall	\$450.00	\$100.00
Pershing Auditorium	\$1,500.00	\$500.00
Grand Lobby	\$1,200.00	\$300.00
Woodfill Board Room	\$200.00	\$75.00
West Foyer	\$150.00	\$75.00
Shrine Room	\$1,000.00	\$300.00
All Interior Venues	\$3,000.00	\$1,000.00
Wedding	\$3,500.00	\$1,000.00

- The interior of the Soldiers and Sailors Monument is not available for event rental. **No events are permitted to set up on the Soldiers and Sailors Monument's steps or landings.** All events must stay on the bricks within the cement bollards surrounding the monument.

Exterior Venues				Deposit
Soldiers and Monument* BRICKS ONLY	North or South 1-50 people \$200.00	½ Circle 51-200 people \$800.00	Entire Circle/Half Circle 201+ people \$1,500.00	\$200.00
War Memorial Promenade	1-50 people \$300.00	51-200 people \$600.00	201+ people \$1,000.00	\$300.00
American Legion Mall**	1-1,000 people \$1,500.00	1,000-10,000 \$2,500.00	10,000+ \$3,500.00	\$750.00
Veterans Memorial Plaza***	1-500 people \$1,000.00	501-1,500 \$2,000.00	1,501-3,000 \$3,500.00	\$750.00
University Park**	Less than 500 \$800.00	501-1,500 \$1,500.00	1,501-3,000 \$3,000.00	\$500.00

* The interior of the Soldiers and Sailors Monument is not available for event rental. **No events are permitted to set up on the Soldiers and Sailors Monument's steps or landings.** All events must stay on the bricks within the cement bollards surrounding the monument.

**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 in addition to one of these two venues.

- Stated fees DO NOT include sales tax. Facility rentals are subject to 7% sales tax.
- Deposits are due at time of submission of FUA.
- Wedding includes rehearsal and reception time.

Extra add-on fees which are not discounted:

Outdoor Venue Electricity per outlet	\$25.00
Outdoor Venue Water per hookup	\$50.00
Before/After Hours Fee per hour	\$50.00

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285

IWMC Facility Rental Checklist

- Completed IWMC Facility Usage Application and Agreement
- Deposit- payment can be made by cash, check, or money order.
- Certificate of Insurance
- 501c3- nonprofit, if applicable
- Venue set-up requirements
- AV requirements
- Copy of Alcohol license, if needed
- Copy of bartender license, if needed

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285

PAGE LEFT BLANK INTENTIONALLY

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285

Part I Event Information

Organization Name: _____ Fed ID: _____

Organization Type (circle one): **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 (Circle all that apply): **Wedding Reception Grand Lobby Spruance Hall Shoup Hall Pershing Auditorium Woodfill Board Room West Foyer American Legion Mall IWM Promenade Veterans Memorial Plaza University Park**

Soldiers & Sailors Monument:

Bricks ONLY: Entire Circle Half Circle North side only South side only

Please fill in below table:

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

Approx. Attendance Total for Event: _____

PART II Policies and Regulations

Thank you for choosing the IWMC Properties for your special event. We ask that you follow these rules to ensure that your event goes smoothly and that these historic properties, which are listed on the National Historic Landmark Registry, remain protected. Failure to comply will result in cancelation of event and possible disapproval of future events.

Please Initial next to each item indicating that you have read and understand the stated rules and regulations.

1) CONDUCT: The Client is responsible for the decorum, peace, and goodwill associated with the event activities and will seek to revere and safeguard the facility. The Client is responsible for set up requirements and for returning the facilities to the same condition as upon arrival. Pursuant to 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 to revoke a permit, cancel the facility rental agreement, cancel an event and/or “shut-down” an event in the case it is determined that the event may result in damage or disgrace to the IWMC properties/monuments/memorials, or 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: Venue deposits are due with the submission of the completed FUA which must be returned to the IWMC Event Manager no later than 15 days after a tentative hold has been placed on the Event calendar. Full Payment is due no later than 30 days prior to the event date. If there is less than 30 days prior to the event date, the FUA and all other required items must be received within three days of placing the event tentatively on the Event calendar.

Venue fees and deposits are waived for official military events, official veterans’ organization events, official first responders’ organization events and events held by state or federal government entities. These Clients remain liable for any and all damages occurring to the IWMC as a result of their events. These Clients are responsible for the set-up requirements of their event and for returning the facilities to the same condition as upon arrival.

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 as long as a current copy of the Indiana Form ST-105 is on file with the IWMC.

3) INSURANCE: The Client shall secure and keep in force during the term of this Agreement the following insurance coverage, covering the Client for any and all claims of any nature which may in any manner arise out of or result the Client’s rental:

A. Commercial general liability, including contractual coverage, and products or completed operations coverage (if applicable), with liability limits not less than \$700,000 per person and \$5,000,000 per occurrence unless additional coverage is required by the IWMC, or alternative liability limits are negotiated between the IWMC and the Client. The State is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly under or in connection with this Agreement.

B. The Client’s insurance coverage must meet the following additional requirements:

1. The insurer must have a certificate of authority issued by the Indiana Department of Insurance.

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285

2. Any deductible or self-insured retention amount or other similar obligation under the insurance policies shall be the sole obligation of the Client.

3. The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Client in excess of the minimum requirements set forth above. The duty to indemnify the State under this Agreement shall not be limited by the insurance required in this Agreement.

4. The insurance required in this Agreement, through a policy or endorsement(s), shall include a provision that the policy and endorsements may not be canceled or modified without thirty (30) days' prior written notice to the undersigned IWMC.

C. Failure to provide insurance as required in this Agreement may be deemed a material breach of contract entitling the State to immediately terminate this Agreement. The Client shall furnish a certificate of insurance and all endorsements to the State before the commencement of this Agreement.

D. This requirement is waived for government agencies hosting events.

E. In the case of a small personal gathering or event of short duration for which a FUA is submitted, the IWMC may waive the insurance requirement.

4) ALCOHOL: Alcohol 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 with the submitted FUA. 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. **Clients requesting the use of any of the IWMC audio visual equipment are required to meet with the IWMC staff two days prior to the event to prepare the equipment. Set up and adjustments of the AV equipment MUST be accomplished by the IWM Staff.**

6) CANCELLATION AND DATE CHANGE: The IWMC reserves the right to cancel or reschedule any event due to situations out of our control (i.e. power outages, weather, and orders from higher government agencies, etc.) The IWMC's decision to cancel or reschedule an event shall not be based upon or influenced by the intent or content of an event.

Clients will receive 100% of prepaid fees when cancellations are made at least sixty days prior to the event or caused by something out of the IWMC's control as described above. Cancellations made thirty days or less prior to the event will result in the forfeiture of all prepaid fees. The IWMC will accept one (1) date change per scheduled event. Any additional date changes will receive a \$25.00 change fee.

7) CATERERS: The IWMC does not require a specific caterer to be used for events. Portable grills or cooking stoves are not allowed on IWMC properties without prior written approval by the Indianapolis Fire Department. Please note, there is no eating or drinking in Pershing Auditorium, the Shrine Room and the Indiana

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285

War Memorial Museum exhibit areas.

8) CLEANING AND TRASH REMOVAL: 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 to determine condition of premises. If the Client is not present, deficiencies will be recorded with photographs and provided to the Client along with an invoice for cleaning/repair costs.

Interior events are required to remove all trash from trash cans and place all trash bags in dumpster provided. If an interior event utilizes a caterer, the caterer is required to remove all trash from premise. When trash removal is not performed, the User will be charged \$100.00 trash removal fee.

Clients are responsible for any damage or stains which occurs because of the removal of trash, spills, or leaks and will be required to pressure wash if a stain is left behind. Pressure washing must be completed by a professional with the utmost care taken to preserve the integrity of the surface and grout.

If the Client 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 the Client may not be allowed to hold future events on IWMC properties. The Client agrees to pay IWMC for all damages and all labor, fees, and materials resulting from noncompliance of this agreement.

9) DECORATIONS: The IWMC prohibits 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 venues only. The use of candles in interior and exterior venues are strictly prohibited.

10) 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 vehicles larger than a pick-up truck are permitted to drive on sidewalks or grass areas. All vehicles must be approved prior to the date of the event. These vehicles are permitted on the grass for delivery only.

11) EQUIPMENT AVAILABLE: The IWMC has limited quantities of tables and chairs available **for interior use only** on a first come first served basis free of charge.

12) EXTERIOR EVENTS: Exterior event Clients are required to contact the IWMC Event Coordinator at 317-233-0529 (Monday– Friday 8am – 4pm) to clarify electric and water needs no later than seven (7) days prior to event. Clients will receive a water key during a walkthrough. In the case that the water key is lost or stolen, the Client agrees to pay \$150.00 for a replacement key.

Large events hosted attracting greater than 30,000 people will incur an additional \$1,000.00 usage fee. The IWMC reserves the right to disapprove large events upon application receipt if the event is scheduled within seven (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.

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 Client must contact the IWM Event Coordinator at 317-233-0529 to determine if a licensed electrician is required to rectify the situation. A member of the IWMC maintenance staff must be

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285

present to assist the electrician. Users may opt to use generators for their electrical needs with the approval of IWMC. A protective pad or mat is required to be placed under any fuel powered generator. The installation of grounding rods must be coordinated with an IWMC employee.

14) EVENT HOURS: All events require the presence of IWMC Staff in addition to Indiana Law Enforcement Academy (ILEA) security and will be charged \$50.00 per hour for each hour the event begins before 8:00 a.m. or past 5:00 p.m. Interior events must be completed and cleaned up by no later than midnight. If an event extends beyond the approved time, an additional \$100.00 per hour will be charged. Daytime events may not interfere or impede on daily operations during normal operating hours. The IWM Museum is open to the public Wednesday through Sunday 9:00 a.m. - 5:00 p.m.

15) MUSIC AND ENTERTAINMENT: 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.

16) PARKING: Metered parking is available around the IWMC and the entire plaza. Handicapped parking is available on Michigan Street. Parking meters are free on Sundays and certain holidays. The Indiana War Memorials Commission does not manage parking meters. All questions about metered parking should be directed towards the City of Indianapolis. 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.

17) PRINTED MATERIALS, PROMOTION OF EVENTS AND SIGNAGE: The Client shall neither sell nor distribute anything of value without the prior consent of the IWMC. The Client agrees to submit any information, including programs and invitations, containing the IWMC 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.

18) 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.

19) SMOKING/Vaping: Smoking and/or vaping is not permitted in the IWMC buildings. Smoking and/or vaping is permitted outside, in designated areas (50) feet from any entrances or walkways leading to or from the IWMC buildings.

20) PUBLIC SAFETY: The Client 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 or www.indy.gov/activity/tent-and-temporary-structure-permits and Indiana Department of Homeland Security at (317) 232-2318 or www.in.gov/dhs/. 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 Client'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.

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285

for event staff, event attendees, IWMC staff and/or members of the general public.

21) WEDDING RECEPTIONS: Wedding Receptions are subject to the following policies in addition to pricing and line items listed above: A 50% discount may be applied to the Wedding Reception Rental Fee (\$3,500.00) 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 \$3,500.00 fee. Wedding Ceremonies and Receptions are restricted to begin after the Museum closes (Wed – Sun 5 p.m.); the IWM must be restored to public readiness prior to midnight

Capacity: Wedding Receptions are limited to 140 guests, including the wedding party.

22) HOMELESS OUTREACH GROUPS: Must set up on the north side of American Legion Mall on the sidewalk that runs along St. Clair Street facing the library. After receiving a completed Facilities Usage Agreement and Certificate of Insurance, the Indiana War Memorials Commission will issue a permit which needs to be kept with the group while on the properties. This permit is given out monthly. No more than one group may be scheduled at the same time. Trash must be taken with you and the area left as it was when you arrived. Please see information in section II, number 8 for further information.

Office Hours:
Monday – Friday
8:00am – 4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317- 233-4285

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 Client 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 Client identified herein also agrees to abide by said rules and regulations. The Client 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 Client 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 Client 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 Time: _____

Additional Vendors (Circle all that apply): **Independent Bartender Florist Photographer**
Event Planner Staging Tent Tables Chairs Portables

Office Hours
Monday-Friday
8:00am-4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317-233-4285

Part IV IWM Interior Only Venue Set-Up

- 20- 60" round banquet tables (seats 8)
- 18- 8' rectangular tables
- 10- 30" diameter and 42" tall round cocktail tables
- 170- white resin folding chairs
- 80- metal folding chairs
- Spruance Hall has 60 blue club style chairs
- Shoup Hall has 60 red club style chairs
- Drop down screen available in Spruance Hall, Shoup Hall, and Pershing Auditorium.
- 1 portable audio unit with microphone available
- 1 portable projector available
- 1 portable projector screen available
- No tables linens available

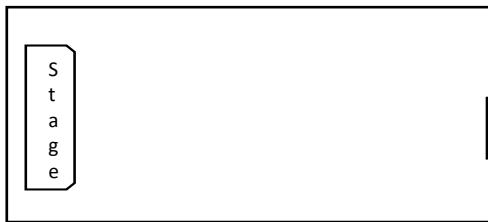
Shoup and Spruance Halls are both 22' X 52' - for seated only events see information below; for seated events with presentations/podium use the space will hold 8 rounds with 8 chairs or 10 rounds with 5 chairs.

Please draw a diagram of what you would like your setup to be in the hall you will be holding your event in.

Spruance Hall



Shoup Hall (kitchen available)



Pershing Auditorium

The Auditorium offers a state of the art sound system with a 15' drop down video-format screen - all in an acoustically sound theater that seats 500. The stage measures 26' x 14'. The Client must provide a laptop for presentation. The auditorium is dedicated to General Pershing, whose portrait adorns the backdrop of the stage. The portrait will not be covered for any event held in Pershing Auditorium.

Podium: YES NO

State and National Flag on stage: YES NO

Number of microphones available:

3 lapel, 2 wireless, 3 corded

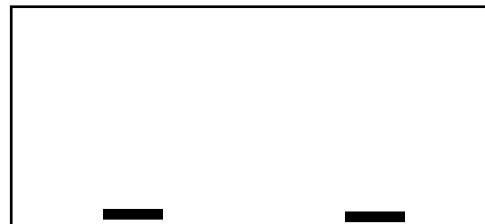
Number of microphones needed:

Lapel: Wireless: Corded:

Video/PowerPoint Presentation: YES NO

Grand Lobby

Draw a diagram of your setup: Room Dimensions - between staircases for seated events 66' x 23' see information below; for full lobby with staircase area included 88' x 23'



West Foyer dimensions: 20' x 33' - can be a separate area or used in conjunction with Shoup Hall

East and West Hallway dimensions: 11' x 99'

Shrine Room dimensions: 53' x 53' with 22' x 22' alter in center of room

Promenade: 32' x 198'

MAXIMUM CAPACITY

There are a variety of ways to set up for an event - the numbers below represent each room being used for seated events only.

Venue	Lecture Setup with club chairs	Reception Setup with white chairs	Lecture Setup with white chairs
Grand Lobby	N/A	12 rounds with up to 8 chairs	N/A
Shoup Hall	60	10 rounds with up to 8 chairs	80
Spruance Hall	60	10 rounds with up to 8 chairs	80
West Foyer	N/A	N/A - usually reserved for food/drink set up	N/A

Office Hours
Monday-Friday
8:00am-4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317-233-4285

PAGE LEFT BLANK INTENTIONALLY

Office Hours
Monday-Friday
8:00am-4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317-233-4285

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

Please specify your intended arrangements for the following:

(NOTE: Activities marked with an * will require separate and/or additional approval from various city/county offices and/or IWMC Executive Director)

Event Parking: _____

*Portable Toilets: Number _____ Location _____

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/location: _____

*Solid Waste Removal: _____

If trash is left on premises, Client will be charged the cost of removal

*Placement of Stage(s): _____

*Placement of Tent(s): _____

*For tents and stages permits, please see part 2, number 20 for information.

*Other Planned Structures: _____

List Contractors/Vendors Involved: _____

Additional Details: _____

Office Hours
Monday-Friday
8:00am-4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317-233-4285

PAGE LEFT BLANK INTENTIONALLY

Office Hours
Monday-Friday
8:00am-4:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov
317-233-0529
Fax: 317-233-4285

Part VI Alcohol Use 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