

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

Museum Hours
Wednesday-Sunday
9:00am – 5:00pm

55 East Michigan Street
Indianapolis, IN 46204
events@iwm.in.gov



Indiana War Memorials Facility Use Agreement

**** Due to operational changes and facility expenses, the Indiana War Memorials will no longer offer any discounted rental rates for events booked after 8/25/26. Please factor that in your consideration to reserve a rental space. ****

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

About the IWM Properties:

The Indiana War Memorials properties consist of the Indiana War Memorial, the Soldiers and Sailors Monument (SSM) 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 manages 25 acres of memorials and properties in the downtown Indianapolis area dedicated to honoring veterans. The IWM 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, IWM permits and encourages the public to make use of the interior and exterior properties for special events. Please see our Events & Facility Rentals page at <https://www.in.gov/iwm/events-and-facility-rentals> for brochures and details.

Steps to request use of Indiana War Memorials Facilities:

1. Verify availability of date for event by emailing events@iwm.in.gov.
2. An IWM Facility Usage Agreement (FUA) is required for **ALL** events. The FUA must be completed and submitted to confirm event scheduling. The FUA and all other required documents may be submitted to IWM by email, mail, or in-person.
3. IWM is a business unit 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 IWM to subsidize the costs of special events; rather, IWM is obliged to recover those costs from event sponsors. The fees and charges set forth herein are intended to ensure that Indiana taxpayers do not cover the costs of special events.

Indiana War Memorials 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
East or West Foyer	\$150.00	\$75.00
Shrine Room	\$1,000.00	\$300.00
All Interior Venues Except Shrine Room	\$3,000.00	\$1,000.00
Wedding	\$4,500.00	\$1,000.00

Exterior Venues See #12 In Part II Policies and Procedures for further procedures for exterior events				Deposit Varies on Attendance
Soldiers and Monument* BRICKS ONLY	North or South 1-50 people \$200.00	North or South 51-200 people \$1,500.00	Entire Circle/Half Circle 201+ people \$3,500.00	\$100.00 to \$1,000.00
War Memorial Promenade	1-50 people \$300.00	51-200 people \$600.00	201+ people \$1,000.00	\$150.00 to \$300.00
American Legion Mall	1-1,000 people \$1,500.00	1,000-10,000 \$3,500.00	10,000+ \$4,500.00	\$1,000.00
Veterans Memorial Plaza**	1-500 people \$1,000.00	501-1,500 \$2,000.00	1,501-3,000 \$3,500.00	\$500.00 to \$1,000.00
University Park**	Less than 500 \$800.00	501-1,500 \$1,500.00	1,501-3,000 \$3,000.00	\$500.00 to \$1,000.00

*Interior of the Soldiers and Sailors Monument is not available for event rental. No events are permitted to set up on the SSM steps or landings.

**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 fees include rehearsal and reception time.

Events Before 8 am or After 5 pm incur an After Hours Fee \$50.00 per hour

TOURS - Please see our Events & Facility Rentals page at <https://www.in.gov/iwm/events-and-facility-rentals> for tour scheduling processes.

Tour Bus \$200 flat fee, non-refundable upon arrival

School Bus \$200 flat fee, non-refundable upon arrival

Guided Tour 2 hours \$50, 1 hour \$30

Tour Schedule Availability Wednesday – Friday 10 am to 3 pm. Send tour requests to events@iwm.in.gov

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Part I Event Information

Organization Name: _____

Point of Contact Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Day Phone: _____ Evening: _____ Cell: _____

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 East/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 the table below:

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

Approx. Attendance Total for Event: _____

PARTII Policies and Regulations

Thank you for choosing the IWM Properties for your special event. We require 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 cancellation 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 even if they do not specifically apply to your event.

___1) **CONDUCT:** The Client is responsible for the decorum, peace, and goodwill associated with the event activities and will honor and safeguard the facility. The Client is responsible for set up requirements and for returning the facilities to the same condition as upon arrival, to include grassy areas of exterior facilities. 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 IWM 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 IWM properties/monuments/memorials, or the event may result in harmful or unsafe conditions for event staff, event attendees, IWM staff and/or members of the general public. Set up and rehearsals are to be conducted within allotted rental times or when no other activities are scheduled. IWM is not responsible for security of renter equipment or supplies and overnight storage is not available.

___2) **FEES AND RESERVATIONS:** Pursuant to 914 IAC 2-1-2 Users are prohibited from charging admission fees and no single business entity solicitations made when renting War Memorial facilities.

Venue deposits are due with the submission of the completed FUA which must be returned to the IWM event coordinator no later than 15 days after an event has been placed on the event calendar. Full payment is due no later than 30 days prior to the event date. If there are 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 on the event calendar.

___3) **INSURANCE:** The client shall secure and keep in force during the term of this agreement the following insurance coverage, covering the client for 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 IWM, or alternative liability limits are negotiated between IWM and the client. The IWM and the State of Indiana are 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.

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 IWM and the State of Indiana will be indemnified and held harmless to the full extent of any coverage secured by the client over 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 cancelled or modified without thirty (30) days prior written notice to the undersigned IWM.

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

D. This requirement is waived for Indiana or Federal government agencies hosting events.

___4) **ALCOHOL:** Alcohol may only be dispensed by a bartender with appropriate licensing and done in accordance with all applicable laws. Bartender license copies must be provided to the IWM with the submitted FUA. All events are required to abide by all Indiana Excise regulations and policies which will be strictly enforced by the IWM staff and security.

___5) **INTERIOR AUDIO-VISUAL EQUIPMENT:** The IWM maintains audio-visual equipment for the auditorium and a portable audio unit for the meeting rooms/halls. The complexity of the audio-visual systems may require an additional charge for a technician at the rate of \$50.00 per hour. Clients requesting the use of any of the IWM audio-visual equipment are required to meet with the IWM staff before the event to prepare the equipment. Set up and adjustments of the audio-visual equipment **MUST** be accomplished by the IWM staff.

___6) **CANCELLATION AND DATE CHANGE:** The IWM 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.) Exterior events curtailed or canceled by weather or other circumstances are not eligible for rental refunds once a rental space is activated and occupied. Clients will receive 100% prepaid fees when cancellations are made at least sixty days before the event or caused by something out of the control of IWM, as described above. Cancellations made thirty days or less before the event will result in the forfeiture of all prepaid fees. The IWM will accept one (1) date change per scheduled event. Any additional date changes will receive a \$25.00 change fee.

___7) **CATERERS:** The IWM does not require a specific caterer to be used for events. Portable grills or cooking stoves are not allowed on IWM properties without prior written approval by the Indianapolis Fire Department. Please note that there is no eating or drinking in Pershing Auditorium, the Shrine Room, and the Indiana War Memorial Museum exhibit areas.

___8) **CLEANING AND TRASH REMOVAL:** The property is deemed to be in pristine condition and should be left in the same condition as it was before the event. IWM will conduct a post-event inspection to determine the condition of the 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.

Exterior event clients must remove all trash/garbage from the property. IWM does not have dumpsters for use in our external events spaces.

Interior events are required to remove all trash from trash cans and place all trash bags in IWM designated containers. If an interior event utilizes a caterer, the caterer is required to remove all leftovers and trash from the premises. When trash removal is not performed, the client will be charged a \$300.00 trash removal fee.

Clients are responsible for any damage or stains that occur 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, and trash removal, or fails to re-mediate damages, the venue will be restored by IWM staff and/or contractors, and the client may not be allowed to hold future events on IWM properties. The client agrees to pay IWM for all damages and all labor, fees, and materials resulting from noncompliance with this agreement.

____ **9) DECORATIONS:** The IWM prohibits the use of nails, staples, thumbtacks, carpet tape, duct or masking tape, and other adhesive products on walls, floors, or IWM surfaces/structures. Also prohibited are confetti, glitter, stickers, birdseed, fog machines, rice, paint, chalk, or lighter than air balloons. Bubbles may be used in exterior venues only. The use of candles with flames in interior and exterior venues is strictly prohibited.

____ **10) RENTALS, DELIVERIES, AND RECEIVING:** All deliveries for an event must be prearranged through IWM and are the responsibility of the renter. All materials used during an event must be removed from the premises immediately following the event unless other arrangements are made with IWM. A ramp is located on the northwest side of the building on Michigan Street. The client is responsible for the security and safeguarding 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 before the date of the event. These vehicles are permitted on the grass for delivery only.

____ **11) EQUIPMENT AVAILABLE:** The IWM has limited quantities of tables and chairs available for interior use only on a first come first served basis free of charge. The IWM does not have table linens.

____ **12) EXTERIOR EVENTS:** The Client is responsible for set up and for returning the facilities to the same condition as upon arrival, to include grassy areas of exterior facilities. Additionally, the client must remove all trash/garbage. IWM does not have dumpsters for use in our external events spaces. IWM will conduct a post-event inspection to determine the condition of the 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. No approved electrical or potable water connections exist in our exterior rental spaces. Exterior event clients are required to contact the IWM event coordinator by email events@iwm.in.gov to clarify any set up requirements. Large events hosted, attracting more than 30,000 people will incur an additional \$1,000.00 usage fee. The IWM 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 concerning the state of the exterior grounds, foliage, and plantings.

For most exterior events, permits will be needed from the City of Indianapolis. It is up to the client to contact the City of Indianapolis Department of Business & Neighborhood Services at <https://www.indy.gov/activity/special-events-permits> to see if permits are required and to secure the needed permits. A copy of these permits must be provided to the IWM event staff as soon as received or before the event date. Failure to do so will result in the termination of FUA.

____ **13) ELECTRICAL:** There is 110V, 20 AMP electrical service available in most interior areas of the IWM. No electrical connections are approved for rental use at exterior event spaces. Clients may opt to use generators for their electrical needs with the approval of IWM. 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 IWM maintenance employee.

____ **14) EVENT STAFF:** All events require the presence of IWM staff in addition to State of Indiana contract 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 no later than midnight. If an event extends beyond the approved time, an additional \$100 per hour will be charged. Daytime events may not interfere with or impede daily operations when properties are open to the public.

____ **15) MUSIC AND ENTERTAINMENT:** All music, entertainment, and other activities must not interfere with daily museum operations. All exterior music levels during an event must conform to the city/county noise ordinance.

____ **16) PARKING:** Unfortunately, there is no facility parking at IWM. The IWM does not manage parking. Metered parking is available around the entire IWM plaza and is managed by the City of Indianapolis. Handicapped parking is available on Michigan Street. Parking meters are free on Sundays and certain holidays. An access ramp is located on the northwest side of the building on Michigan Street. No public parking is permitted within the PERMIT ONLY 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 IWM. The client agrees to submit any information, including programs and invitations, containing the IWM name, image, or logo, to the office for approval before printing or airing. Media coverage of the event must be approved by IWM before the event. All displayed signage must be approved by the IWM. Pursuant to 914 IAC 2-1-2 Users are prohibited from charging admission fees and no single business entity solicitations made when renting War Memorial facilities.

____ **18) SECURITY:** The IWM is staffed with State of Indiana contract 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 IWM buildings. Smoking and/or vaping is permitted outside, in designated areas (50) feet from any entrances or walkways leading to or from the IWM buildings.

____ **20) PUBLIC SAFETY:** The Client is responsible for obtaining the proper permits for any stage or tent erected. For tents and stages, contact the Indianapolis Department of Code Enforcement at (317) 327-4849 or www.indy.gov/activity/tent-and-temporary-structure-permits and the 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 IWM 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 IWM properties/monuments/memorials, per our mission stated above, or when the event may result in harmful or unsafe conditions for event staff, event attendees, IWM 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. The use of Pershing Auditorium for rehearsal and ceremony is included in the \$4,500.00 fee. Wedding ceremonies and receptions are restricted to begin after the Museum closes Wednesday to Sunday 5:00 p.m.; the IWM must be restored to public readiness by 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. Any food that is not pre-packaged is subject to inspection by government agencies. After receiving a completed FUA and COI, the IWM will issue a permit which needs to be kept with the group while on the property. This permit will be issued to run concurrently with insurance coverage. We are not staffed to hold more than one Homeless Outreach event on the same day or when there is another event in the park. 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 regarding trash removal. There are no public restrooms available. Parking on city streets is monitored by a contractor of the City of Indianapolis which issues parking tickets when the fees are not paid. Any failure to follow the FUA and abide by the rules will result in termination of the contract.

Part III Agreement

The information contained herein shall upon acceptance by the IWM 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 in this application. I have read and understand the rules and regulations governing the use of IWM 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 IWM properties no one will be excluded 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 physical disability.

The client agrees to indemnify 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 client 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 that 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

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8:00am-4:00pm

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Part IV IWM Interior Planning Only

** Contact IWM Events for number of pieces available. **

- 15- 60" round banquet tables (seats 8)
- 15- 8' rectangular tables
- 10- 30" diameter and 42" tall round cocktail tables
- 170- white resin 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 is available
- 1 portable projector screen is available
- No table 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 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 lapels 2 wireless, 3 corded

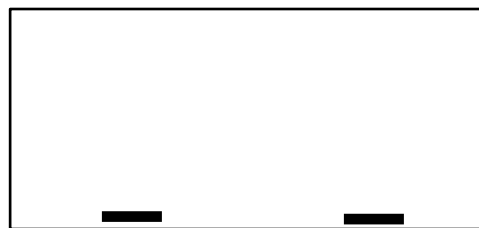
Number of microphones needed:

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' altar in the center of the room.

Promenade: 32' x 198'

MAXIMUM CAPACITY

There are a variety of ways to set up 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 setup	N/A

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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:

Activities below require approval from the IWM event staff and may require separate and/or additional approval from various city/county offices and/or IWM Executive Director. Please refer to Part II Policies and Regulations for further clarification or speak with your IWM event staff representative. Include all vendors/contractors name and contact information.

Event Parking: _____

Port-o-lets _____ 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: _____

Placement of Stage(s): _____

Placement of Tent(s): _____

Other Planned Structures: _____

Additional Details: _____

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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: _____

Checked by IWMC Staff Initial and date: _____

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 understand that severe liability may result from the service of alcoholic beverages. I agree, by signing this use request, to accept 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 all claims resulting from the service of alcoholic beverages during this event.

Applicant/Responsible Event Sponsor Signature

Date