



# INDIANAPOLIS ARTSGARDEN

# EVENT RENTAL INFORMATION



Image courtesy of Lavengood Photography, VisitIndy.com

## About the Indianapolis Artsgarden

The Indianapolis Artsgarden is situated in the heart of downtown Indianapolis. A sleek glass and steel icon for the city, the Indianapolis Artsgarden is a seven-story tall, glass-enclosed structure that will make an unforgettable experience for you and your guests. Owned and operated by the Arts Council of Indianapolis, the Indianapolis Artsgarden is utilized as a performance venue that presents more than 250 concerts and community events per year.

The Indianapolis Artsgarden's unique architecture makes it a sophisticated location for hundreds of private events, corporate parties, press conferences, wedding receptions, and more. Proximity to restaurants, hotels, and entertainment means the venue is an ideal location for guests to discover the city. This exceptional venue is convenient to Circle Centre Mall, Embassy Suites Indianapolis, Conrad Indianapolis, Hyatt Regency, Le Méridien, Omni Severin Hotel, and the Indiana Convention Center.

Indianapolis Artsgarden staff is available to provide event management, technical support, and security to help your event run smoothly. For more information about rentals, contact the Indianapolis Artsgarden staff listed on the other side of this document.



Image courtesy of Heather Sherrill Photography

## Capacity

Maximum capacity, standing room only: 400  
Main floor, seated dinner: 225  
Main floor and balcony, seated dinner: 250

## Rental Rates\*

The prices listed below include staff wages for event management, event security, and technical support.

Standard Rate	Monday - Thursday	Friday & Sunday	Saturday
1-3 hours	\$2,500	\$3,000	\$4,000
Up to 6 hours	\$3,500	\$4,000	\$5,000
Hourly Rate after 6 hours	\$1,000	\$1,000	\$1,000

  

Nonprofit Rate	Monday - Thursday	Friday & Sunday	Saturday
1-3 hours	\$1,250	\$1,500	\$2,000
Up to 6 hours	\$1,750	\$2,000	\$2,250
Hourly Rate after 6 hours	\$500	\$500	\$500

*\*Contact the Indianapolis Artsgarden for holiday pricing.*

### Included in Rental Fee:

- Venue Management
- Event Security
- Technical Support
- 5' Round Tables (up to 256 guests)
- White Chairs (up to 300)
- Cocktail Tables (10)
- Café Tables
- Lighting
- Complete PA Sound System
- Audio Equipment (including microphones)
- Digital Music Channels
- Steinway Concert Grand Piano
- Temporary Decoration Storage
- Use of Dressing Rooms
- Coat Racks
- Black Tripod Display Easels

### Available for an Additional Fee:

Stage set up (up to 12'x24') - \$1,000  
Video System (75" TV Monitors) - \$500

***If anything extra is desired or needed and it is not in our inventory, it will need to be rented through catering or another company for an additional fee.***





Image courtesy of Hadley Fruits Photography



Image courtesy of Sarah and Rachel Photography



Image courtesy of Hadley Fruits Photography



Image courtesy of Meyer Studio

## Catering Information

Exclusive caterers of the Indianapolis Artsgarden:

Ritz Charles Catering  
(317) 846-9158  
ritzcharles.com

admin@ritzcharles.com

Conrad Indianapolis  
conradindianapolis.com/  
events/event-venues

(317) 524-2507  
INDCI-Sales@conradhotels.com

## Booking Process

- 1 Fill out the online Event Request Form found at [indyarts.org/artsgarden/rental](http://indyarts.org/artsgarden/rental) or contact an Indianapolis Artsgarden representative. After reviewing your request, the Indianapolis Artsgarden staff will contact you.
- 2 Schedule a walkthrough and meeting with Indianapolis Artsgarden staff. If you choose to move forward with booking after meeting with a representative from the Indianapolis Artsgarden, you will receive a contract to sign.
- 3 Return the signed contract with deposit. After the contract and deposit are received, your event's date will be officially reserved.
- 4 At least 90 days before the event, you will need to submit a certificate of insurance. You can obtain a certificate of insurance through your residential insurance agent or an online provider such as [MarkellnsuresFun.com](http://MarkellnsuresFun.com).
- 5 If desired, set up a time to meet with Indianapolis Artsgarden staff about two weeks before the event.
- 6 The remainder of your balance must be received no later than seven days before your event.



Image courtesy of Lauren P.



## Thank you for supporting the arts in Indianapolis!

Your rental of the Indianapolis Artsgarden supports the Arts Council of Indianapolis, that fosters meaningful engagement in the arts by nurturing a culture where artists and arts organizations thrive.

## Indianapolis Artsgarden Staff Contact Information

Mike Prusa  
Indianapolis Artsgarden Director  
(317) 624-2565  
mprusa@indyarts.org

The Indianapolis Artsgarden is located above the intersection of Washington St. and Illinois St.

110 W. Washington Street, Indianapolis, IN 46204

