



**Eiteljorg
Museum**

Rental Guide

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ABOUT US



OUR VENUE

The Eiteljorg Museum of American Indians and Western Art is located in White River State Park near the southern edge of downtown, close to I-70 and I-65 and only a 15-minute drive from the Indianapolis airport. We offer over 28,000 sq. ft. of customizable event space throughout our five versatile rental spaces and are conveniently located within walking distance of many downtown hotels.

KAHN'S CATERING

The Eiteljorg's exclusive caterer is Kahn's Catering, who provides an array of menu packages to fit any meal or occasion, including a variety of beverage options. Your Kahn's Catering Event Specialist will be able to arrange all linen services and catering orders.

Events with under 25 people do not have a catering minimum requirement, but small group catering options are still available.

Menus for 2021 can be found [HERE](#).



AMENITIES & EITELJORG EXCLUSIVES

- The Eiteljorg's Lower Gardens have gated access to the Canal walk, and gondola and paddle boat rides can be coordinated as extra entertainment for guests.
- In-house AV equipment rental guide can be found [HERE](#).
- Early access for limited storage is available one day prior to your event.
- Guided and interactive tours through the galleries can be arranged for your guests at no extra charge if you add open galleries to your event
- In-house table and chairs are included in the rental price



BEFORE YOU BOOK

PARKING

Free parking is available on a first come, first serve basis in the White River State Park underground garage for both daytime and evening events. Parking validation is provided to event guests by Eiteljorg Security staff. Guaranteed, reserved parking is available to rent for an additional \$500 (180 spaces).

DATE AND TIME

All events are booked on a first-come, first-serve basis. A 50% facility deposit, catering deposit, and signed contracts are required to officially hold and book a date. Please note that we require a certificate of insurance for all events.

Daytime event rental is from 8:00am to 4:00pm, and is limited to our private event spaces. Museum gallery access is complimentary during Museum business hours for daytime events.

The Eiteljorg only hosts one large event per evening, making the most flexible spacing options available. Evening event rental is from 5:00pm to 11:30pm. You may extend your rental time up until 1:00am, by adding additional increments of 30 minutes. An additional charge of \$500 is added for each 30-minute increment extended past 11:30pm. Please note an additional security fee applies to evening events, please ask for pricing.

DECORATIONS AND EXTRAS

- Real candles with flame are only allowed outside of the museum. Only LED candles are allowed inside the museum. Small LED votives are available for complimentary use.
- No items may be permanently hung from the ceiling or walls, inside or outside. However, painter's tape or removable mounting putty may be used.
- No glitter, balloons, live plants, untreated wood, sand, or soil may be brought inside the museum.
- No fireworks are allowed on the property, however handheld sparklers may be used outside only.



CLOWES BALLROOM & TERRACE AND EAGLE COMMONS HALLWAY



Capacity:

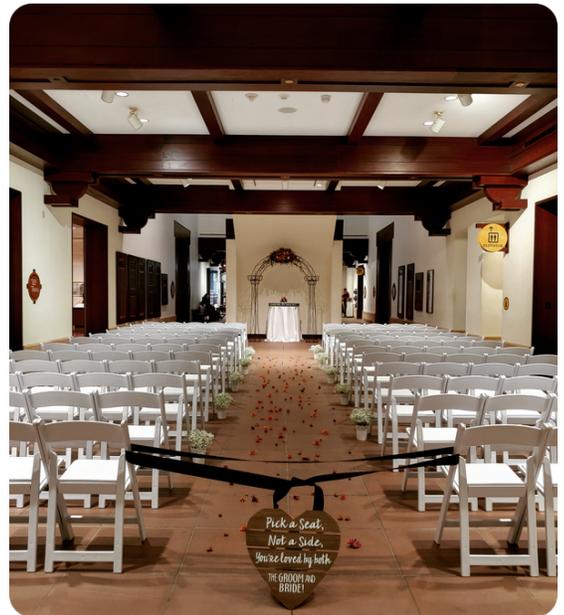
230- Seated Dining, Dance Floor
260- Seated Dining, No Dance Floor
400+- Cocktail Reception

Additional Fees:

Security Fee- Price Varies (evening events only)
Wedding Ceremony Fee- \$1000
AV / Rented Equipment- Price Varies

The Clowes Ballroom has a stage that is perfect for ceremonies, announcements, music, and more.

Eagle Commons Hallway is capable of hosting cocktail hours, wedding or award ceremonies, and seated dinners.

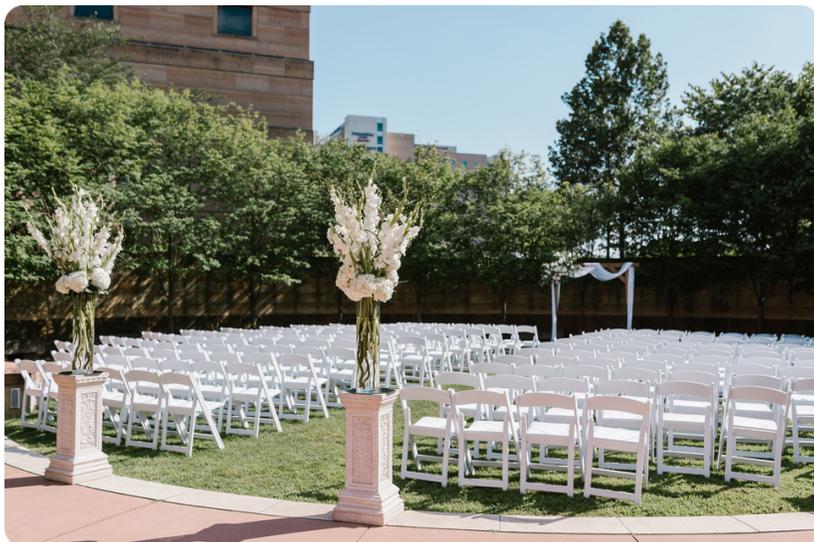
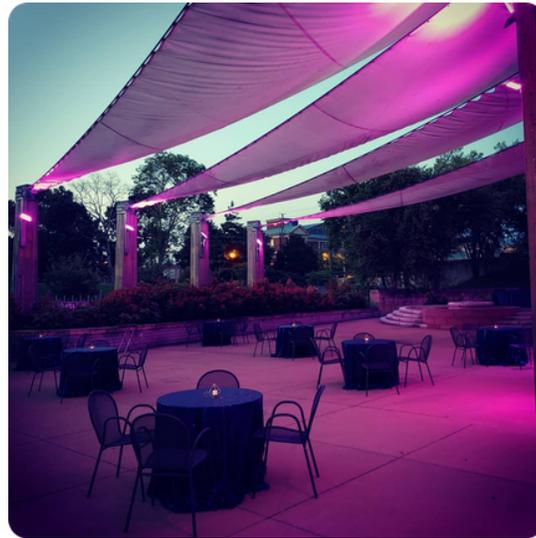
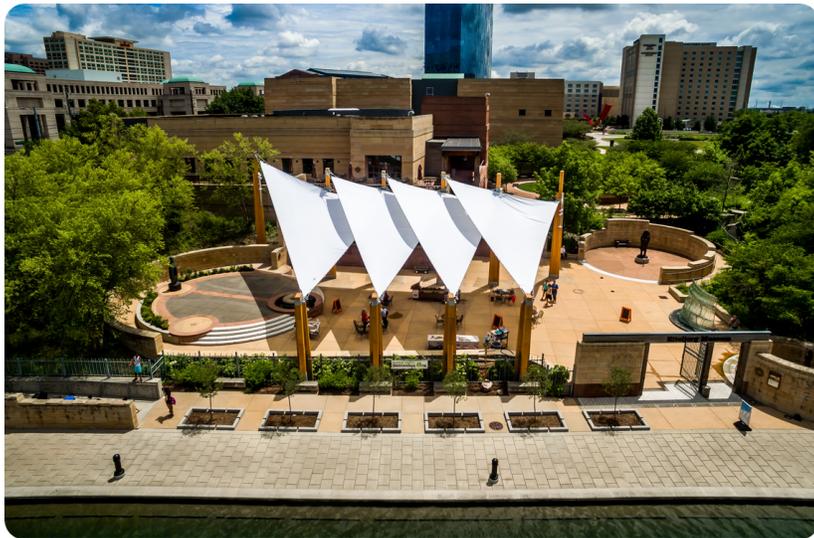


Daytime (7a-4p)	Mon - Thurs	Friday & Sunday	Saturday
Space Rental	\$1,200	\$1,400	\$1,800
Catering Minimum	\$3,500	\$6,000	\$6,000
Evening (5p-11:30p)	Mon - Thurs	Friday & Sunday	Saturday
Space Rental	\$2,000	\$2,500	\$3,000
Catering Minimum	\$5,000	\$6,000	\$10,000

Add 1st floor galleries to evening events for an extra \$200

Add 2nd floor galleries to evening events for an extra \$300

CLOWES BALLROOM & TERRACE, EAGLE COMMONS HALLWAY, AND GARDENS



With our gorgeous gardens, the Eiteljorg is able to provide refreshing green space while in the heart of the city.

Weather calls are made between 8am and 12pm on the day of the event.

White canvas sails offer shade over the patio and come with colored LED lighting that can match your event.

Markey's is recommended for outside AV needs, as the Eiteljorg is able to provide only inside AV equipment.

Capacity:

- 230 - Seated Dining, Dance Floor
- 260 - Seated Dining, No Dance Floor
- 400+ - Cocktail Reception

Additional Fees:

- Security Fee- Price Varies (evening events only)
- Wedding Ceremony Fee- \$1000
- AV / Rented Equipment- Price Varies

Evening (5p-11:30p)	Mon - Thurs	Friday & Sunday	Saturday
Space Rental	\$3,500	\$4,000	\$4,500
Catering Minimum	\$5,000	\$6,000	\$10,000

Add 1st floor galleries for an extra \$200
 Add 2nd floor galleries for an extra \$300



MUSUEM CAFÉ



Capacity:

40 - Café Private Dining Room
120 - Entire Café & Café Terrace

Additional Fees:

Security Fee- Price Varies (evening events only)
Wedding Ceremony Fee- \$1000
AV / Rented Equipment- Price Varies

Our private dining room is available for daytime luncheons, parties, and small events. Please note that the main café and terrace are public spaces during museum hours.

Daytime (7a-4p)	Mon - Thurs	Friday & Sunday	Saturday
Café Private Dining	\$400	\$500	\$1,000
Catering Minimum	\$500	\$500	\$2,000
Evening (5p-11:30p)	Mon - Thurs	Friday & Sunday	Saturday
Café & Terrace	\$1,000	\$1,200	Unavailable
Catering Minimum	\$1,000	\$1,500	--

Add 1st floor galleries for an extra \$200

Add 2nd floor galleries for an extra \$300

LILLY THEATER



Capacity:

- 120- Theater Seating
- 110 - Classroom Seating
- 40 - Boardroom Seating
- 80 - Seated Dining

Additional Fees:

- Security Fee- Price Varies (evening events only)
- Wedding Ceremony Fee- \$1000
- AV / Rented Equipment- Price Varies

Lilly Theater is great for ceremonies, banquets, and meetings. The Theater features a retractable screen, adjustable lighting, and an excellent sound system to meet all your presentation needs.

Daytime (7a-4p)	Mon - Thurs	Friday & Sunday	Saturday
Space Rental	\$600	\$800	\$1,000
Catering Minimum	\$800	\$800	\$2,000

Evening (5p-11:30p)	Mon - Thurs	Friday & Sunday	Saturday
Space Rental	\$1,000	\$1,200	\$1,500
Catering Minimum	\$1,000	\$1,500	\$2,000

Add 1st floor galleries for an extra \$200

Add 2nd floor galleries for an extra \$300



THOMPSON BOARDROOM & RADER LOBBY



Capacity:

30 - Entire Boardroom
 15 or less - A & B Only
 6 or less - A Only

Additional Fees (if applicable):

AV / Rented Equipment- Price Varies

The Boardroom can be separated into three equal spaces (A, B, & C) with retractable room dividers.

The room includes a retractable 6-foot dry erase board in section A.

Catering and other materials or displays can be setup in Rader Lobby.

Section A contains a retractable presentation screen and AV hookups

Desks and office chairs are included in the rental price.

Daytime (7a-4p)	Entire Boardroom	A & B	A Only
Space Rental	\$400	\$300	\$200
Catering Minimum	\$800	--	--





LET US INTRODUCE OURSELVES.
We are **Kahn's Catering**.

Since 2000, we have had the pleasure of catering events hosted at Eiteljorg museum from exhibit openings to public programming, wedding receptions, corporate meetings, galas and more. Our reputation as one of the best Indianapolis caterers comes because we believe in using the finest and freshest ingredients delivered at the highest level of customer service. Create a menu based on one of our packages - or create your own menu a la carte.

Our promise is simple: Great food. Great beverage. Great service.

View our complete menu and packages:
kahns catering.com/menus

For a custom proposal, email your event details to
info@kahns catering.com.



Frequently Asked Questions Regarding Rentals

Space:

Q: Can you hold space and/or a date for me while I make a decision to rent?

A: We can place temporary soft holds on dates for a week. We do not place definite holds on space or dates without a deposit (which is non-refundable and non-transferable). We book on a first-come, first-serve basis. You are welcome to check in with us frequently for availability if needed!

Q: Can you host daytime events/weddings?

A: Depending on guest list size, we can host daytime events in our private spaces. As the Museum is open daily until 5:00pm, this limits daytime rentals to private spaces only (i.e. no outdoor space rentals during the daytime).

Q: Can I just rent the outdoor space?

A: You cannot rent just the outdoor space/gardens. All outdoor packages include our Clowes Ballroom and Eagle Commons hallway, which gives you back-up space inside in case of inclement weather.

Q: Does the Café patio come with the outdoor gardens when rented? A: No, the Café patio is exclusive to the Café rental package.

Q: If I rent the Private Dining room (for a daytime rental only) does the Café patio space come with the rental?

A: No, the Café patio is open to the public and is part of the Café public dining space during Museum open hours. If your guests would like to step outside, they are welcome to do so, but cannot claim public Café seating. All food and beverage arranged for the private event must stay in the Private Dining Area.

Q: Do we get a room the day of to get ready in or store items?

A: We can provide a complimentary space for you to use that day, based on availability. You must let us know in advance if you would have a need for this room so we can make sure it's available and reserve it for the event date. Access time to the space will be determined by you and the Manager of Events. You are responsible for the condition of the room when you leave that evening. If you leave any items overnight, the Museum is not responsible. Limited food and beverages are allowed in this room and must come through Kahn's Catering, our exclusive caterer. **No outside alcohol may be brought into the museum.**

Costs:

Q: Is security included in the rental fee?

A: Security is a flat rate fee based on the evening rental spaces selected. The security fee is waived for daytime rentals taking place during Museum business hours. Please speak with the Manager of Events for further details.

Q: Are housekeeping services included in the rental fee?

A: Housekeeping is included in your rental fee. However, special situations require additional fees. Please speak with the Manager of Events for further details.

Equipment:

Q: Can I rent my own tables, chairs and AV and other equipment?

A: All equipment is required to be handled by the Eiteljorg Museum. We handle furniture, AV equipment and any additional equipment rental. There is a 15% up-charge on all AV and furniture rented from 3rd party vendors.

Q: Can I rent my own linens?

A: All linen rentals are required to be handled by Kahn's Catering. This includes table linens, chair covers and napkins. They have many books to look through and will allow you to customize.

Policies:

Q: Can I attach anything to the wall/ceiling/glass?

A: You cannot attach anything to the walls, ceiling or glass of the Museum. All props, decorations and banners must be free-standing. Temporary attachments using painter's tape or something similar may be possible, but must be approved by the Manager of Events beforehand.

Q: Can we use candles in the Museum?

A: You may NOT have any type of open flame inside the Museum. However, you can place candles outside of the Museum in our gardens as long as they are in some type of recessed container. Please keep in mind that if we move your event inside due to bad weather, candles will not be allowed inside, NO EXCEPTIONS. Kahn's can provide LED tea light candles to use on tables in our indoor or outdoor spaces.

Q: Can we have potted plants in the Museum?

A: You may NOT have any potted plants, cacti, moss, curly willow, dried plant material, etc inside the Museum. However, you can place these outside of the Museum in the gardens. Please keep in mind that if we move your event inside due to bad weather, these materials will not be allowed inside, there are NO EXCEPTIONS. For a complete list of restricted plant items, please ask to see our floral policy form.

Parking:

Q: Where do guests park?

A: Guests are directed to use the White River State Park underground garage for parking. It is complimentary with your rental fee on a first come, first serve basis. Security guards will hand out parking validation passes as your guests exit the event. However, during high volume times (baseball games, concerts, etc) we cannot guarantee there will be parking spaces available. To guarantee parking for your guests, we can offer you the ability to reserve 1 or 2 levels of parking (90 spaces per level) for an additional fee (\$250 per level), or we can refer you to a valet company. There are other downtown parking options, though we cannot validate parking anywhere other than the White River State Park underground garage.

Q: Can our guests park their cars in the White River underground garage overnight?

A: Validated parking for your event is for the event date only.

Catering:

Q: Do I have to use your caterer Kahn's Catering?

A: Kahn's Catering is our exclusive caterer. They will handle all of your food, beverage, linen, china, glass, silverware choices. Please contact them directly for pricing information.

Q: Can we use our own bakery for the cake or do we have to go through Kahn's Catering?

A: A custom buttercream wedding cake is included with all wedding catering packages provided by Kahn's Catering. If you decide on a different catering option they offer (al a carte, hors d'oeuvres party, etc.) or decide to not use the cake included in the wedding catering package, you may use a licensed bakery of your choice. Due to Board of Health regulations, any food brought in from outside of Kahn's Catering must be from a licensed baker. A cake cutting fee is assessed by Kahn's Catering for outside cakes. For more information contact: info@kahns catering.com

Q: If we use our own bakery of choice, is there a place where the cake can be delivered and stored that day?

A: Your bakery may arrange a time to drop off the cake the day of the event if space is available in our cafe. Your Catering Manager at Kahn's Catering will assist with the delivery time for your cake vendor.

Q: In regards to the Catering food & beverage minimum, is that number before or after the service charge and sales tax, and what does it include? A: The food & beverage minimum only applies to consumable items arranged through Kahn's Catering and does not include linens, china, glass, silverware, etc. This number does not include service charge and sales tax. Kahn's Catering assesses a 25% service charge, 7% sales tax on rentals and 9% sales tax on food and beverage costs. For more information contact: info@kahns catering.com

Timing:

Q: What is the earliest our guests can be here for an evening event?

A: Your guests will be allowed into the event space at 5:00pm. This is the earliest an evening event can begin. If they arrive earlier than this time, security will hold them at the main entrance until the event start time; there might be a later start time if Museum daytime events dictate it.

Q: What time can vendors be allowed in the space for an evening rental? A: Vendors are allowed into private space (Clowes Ballroom) beginning at 2:00pm on the day of the event. Vendors are allowed into the public space (Eagle Commons, Outdoor Gardens) at 3:00pm the day of the event. This is subject to change upon Museum day events and conditions; please speak with the Manager of Events for further details.

Q: What time can vendors be in that evening to retrieve their equipment?

A: Vendors will be allowed in at the conclusion of the event. All equipment and florals must leave the building that evening. No items can stay overnight. The Museum will not be responsible for anything that is left that evening either by a vendor or by the client.

Q: I know for evening rentals, the time frame of 5:00pm-11:30pm is included...Can we extend our time past 11:30pm?

A: Yes, you can extend past the included time frame of 11:30pm up until 1:00am, with a fee per half hour extended. You must let us know at least 72 hours prior to your event date you would like to extend past 11:30pm, the fee will be \$500 per half hour extended, up until 1:00am. This fee covers security and staff fees. Kahn's Catering would bill you separately for the extended time. Please speak with the Manager of Events for further details.

Other:

Q: Do you have signage printed for events?

A: We will print signage that will be located outside of the elevator tower to welcome and direct your guests. If your event is scheduled to be outdoors and we have bad weather, we will adjust signage to direct guests inside.

Q: If we've planned an outside event and there is bad weather what do we do?

A: We will make a weather call as early as 10am and as late as 12pm on the day of your event. You can either contact the Manager of Events with your decision, or allow the Museum and Catering representatives to make this call. This decision is final; we cannot change setup once this call has been made. The Museum and Kahn's catering will always create a Plan A and Plan B in advance with you, if you've planned on some portion of your event to be located outside.

Q: Who's here the night of the event?

A: The Museum representative will be at the Museum for afternoon set-up and up through the beginning of the dinner portion of your event. Kahn's Catering will have your Catering Manager and/or your catering Captain here with you through the start and end time of your event. At the end of the event, you will have Museum security, a member of our Museum maintenance/housekeeping staff, and your Catering Captain here.

Q: Can I use my own florist, band/DJ and photographer?

A: Yes, you are welcome to use the florist, band/DJ and photographer of your choice. However, there is a plant policy that your florist is required to sign and return. It will explain what plant materials are prohibited inside of the Museum. The band/DJ is responsible for all of their load-in/out and extension cords. The photographer is also required to sign a policy form that explains prohibited areas of the Museum for photography/videography. All equipment/materials must leave at the conclusion of the event.