



## 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.



*Image courtesy of Jessica Strickland Photography*

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, ceremony only: 300  
Main floor, seated dinner: 200  
Main floor and balcony, seated dinner: 250

## Rental Rates\*

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

	Monday - Thursday	Friday & Sunday	Saturday
Ceremony (2 hours)	\$1,500	\$2,000	\$2,000
Reception (5 hours)	\$2,500	\$2,500	\$3,000
Ceremony & Reception (6 hours)	\$3,000	\$3,500	\$3,500
Hourly Rate Past Standard Timeframe	\$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 250 guests)
- White Chairs (up to 300)
- Cocktail Tables (10)
- Café Tables
- Lighting
- Complete PA Sound System
- A/V Equipment (including microphones)
- Spectrum Cable Digital Music Channels
- Steinway Concert Grand Piano
- Temporary Decoration Storage
- Use of Dressing Rooms
- Coat Racks
- Black Tripod Display Easels
- Stage

***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 Bobbi Photo



Image courtesy of Hadley Courts Photography



Image courtesy of Nathaniel Edmonds Photography

## Catering Information

Exclusive caterers of the Indianapolis Artsgarden:

Ritz Charles

Casey Jacobs  
(317) 846-9158

CJacobs@ritzcharles.com  
ritzcharles.com

Conrad Indianapolis

Kelly Robertson  
(317) 524-2552

Kelly.Robertson@conradhotels.com  
celebrateconradindy.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 [WedSafe.com](http://WedSafe.com) or [MarkellInsuresFun.com](http://MarkellInsuresFun.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.

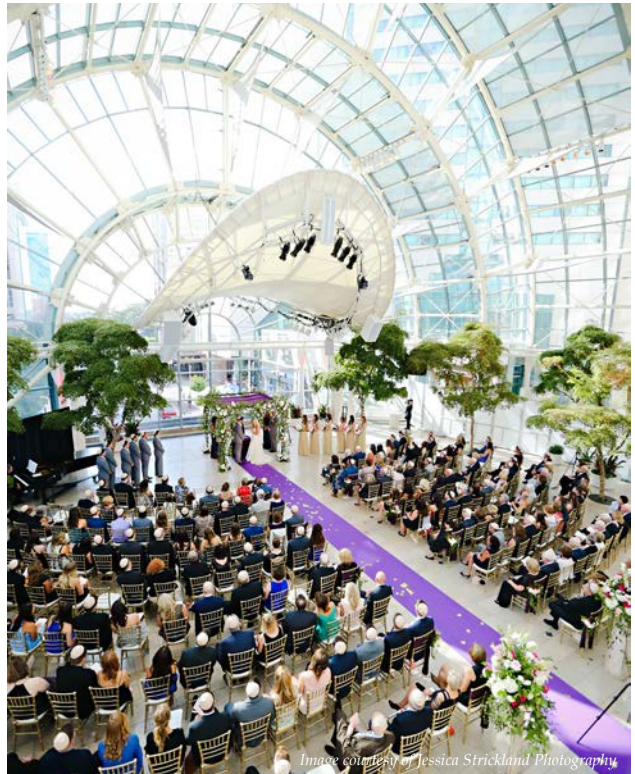


Image courtesy of Jessica Strickland Photography

***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

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Erin Vollmer

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

110 W. Washington Street, Indianapolis, IN 46204



ARTSCOUNCIL  
OF INDIANAPOLIS



INDIANAPOLIS  
ARTSGARDEN