EITELJORG MUSEUM
Of American Indians and Western Art

RENTAL GUIDE
JINGLE RAILS EVENTS
(mid-November – January)

500 West Washington Street | Indianapolis IN, 46204
Lorna Speece | Manager of Catering, Rentals & Events
LSpeece@eiteljorg.com | 317.275.1329
TIER 1
JINGLE RAILS EXHIBIT and EAGLE COMMONS HALLWAY

**Capacity:**
- 300 – Seated Dining
- 400 – Cocktail Reception

**Included in Rental:**
- In House Tables & Chairs
- Parking in White River State Park
  (First Come, First Serve Basis)

**Addtl Fees:**
- Security Fee
- Ceremony Fee
- AV/Rented Equip

<table>
<thead>
<tr>
<th>Space Rental</th>
<th>Mon – Thurs (5p-11:30p)</th>
<th>Friday &amp; Sunday (5p-11:30p)</th>
<th>Saturday (5p-11:30p)</th>
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<tbody>
<tr>
<td>Catering Minimum</td>
<td>$2,200</td>
<td>$2,500</td>
<td>$2,700</td>
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<tr>
<td>Catering Minimum</td>
<td>$3,000</td>
<td>$5,000</td>
<td>$8,000</td>
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EAGLE COMMONS HALL
TIER 2
JINGLE RAILS EXHIBIT, EAGLE COMMONS HALLWAY
and 1st FLOOR GALLERIES

Capacity:  
300 – Seated Dining  
400 – Cocktail Reception

Included in Rental:  
In House Tables & Chairs  
Parking in White River State Park  
(First Come, First Serve Basis)

Addtl Fees:  
Security Fee  
Ceremony Fee  
AV/Rented Equip

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EAGLE COMMONS HALL

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<tbody>
<tr>
<td>Space Rental</td>
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<td>$8,000</td>
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TIER 3
JINGLE RAILS EXHIBIT, EAGLE COMMONS HALLWAY,
1st & 2nd Floor Galleries

**Capacity:**
300 – Seated Dining
400 – Cocktail Reception

**Included in Rental:**
- In House Tables & Chairs
- Parking in White River State Park
  (First Come, First Serve Basis)

**Addtl Fees:**
- Security Fee
- Ceremony Fee
- AV/Rented Equip

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**Space Rental**

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<td>$5,000</td>
<td>$8,000</td>
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# Museum Café

**Capacity:**
- 40 – Café Private Dining Room
- 120 – Entire Café & Café Terrace

**Included in Rental:**
- In House Tables & Chairs
- Parking in White River State Park
  (First Come, First Serve Basis)

**Addtl Fees:**
- Security Fee
- Ceremony Fee
- AV/Rented Equip

<table>
<thead>
<tr>
<th></th>
<th>Mon – Thurs (7a-4p)</th>
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</thead>
<tbody>
<tr>
<td>Café &amp; Terrace</td>
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<td>Catering Minimum</td>
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## Lilly Theater

**Capacity:**
- 110 – Classroom Seating
- 40 – Boardroom Seating
- 80 – Seated Dining

**Included in Rental:**
- In House Tables & Chairs
- Parking in White River State Park
  (First Come, First Serve Basis)

**Addtl Fees:**
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- AV/Rented Equip

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Thompson Boardroom

Thompson Boardroom is dividable into 3 separate spaces: A, B & C

**Capacity:**
- 30 – Entire Boardroom
- 15 or less – A & B Only
- 6 or less – A Only

**Included in Rental:**
- Permanent Boardroom Furnishings
- Parking in White River State Park
- (First Come, First Serve Basis)

**Addtl Fees:**
- Security Fee
- AV/Rented Equip

<table>
<thead>
<tr>
<th>Space</th>
<th>Entire Boardroom</th>
<th>A &amp; B</th>
<th>A Only</th>
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<tbody>
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<td>$200</td>
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<tr>
<td>Catering Minimum</td>
<td>$800</td>
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FACT SHEET

- Kahn’s Catering is our exclusive caterer. All food, beverage, and linen services are arranged through your Event Specialist at Kahn’s Catering.
- No Food or Beverage is allowed within the gallery spaces.
- We require a certificate of insurance on file for all events.
- We require a signed florist and photographer agreement (if applicable) for all events.
- We host one large event per evening, which gives you flexibility on space options.
- In-house audio visual equipment, and upgraded furniture options are available for rental at an additional cost.

- 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.
- You may reserve parking for an additional fee. Reserved parking is $500 per level- 90 spaces.
- 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.
- 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.
- No items may be hung from the ceiling or walls, inside or outside.
- Security is required for events taking place outside of normal museum hours. Please ask for pricing.
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 your menu based around one of our packages - or create your own menu al a carte.

Enjoy from our catering options, including:
- Special Occasion Packages
- Daytime Meeting Packages
- Hors D’oeuvre Parties & Packages
- Buffet & Station Parties
- Delicatessen & Themed Luncheons
- Plated Meals

View our complete menu online: kahnscatering.com/menus