Eiteljorg Museum

Rental Guide

MADISON HINCKS
MANAGER OF CATERING, RENTALS, & EVENTS
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500 West Washington Street
Indianapolis, IN 46204
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 (if applicable):
Security Fee
AV / Rented Equipment
Ceremony Fee

The Clowes Ballroom has an optional (removable) stage that is perfect for ceremonies, announcements, music, and more.

Upgraded furniture options are available for rental.

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

<table>
<thead>
<tr>
<th>Daytime (7a-4p)</th>
<th>Mon - Thurs</th>
<th>Friday &amp; Sunday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Rental</td>
<td>$1,200</td>
<td>$1,400</td>
<td>$1,800</td>
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<tr>
<td>Catering Minimum</td>
<td>$3,500</td>
<td>$6,000</td>
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<table>
<thead>
<tr>
<th>Evening (5p-11:30p)</th>
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<th>Friday &amp; Sunday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>Space Rental</td>
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<td>$2,500</td>
<td>$3,000</td>
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<tr>
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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 12:00pm and 3:00pm on the day of the event.

White canvas sails offer shade over the patio and have customizable, 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 (if applicable):**
- Security Fee
- AV / Rented Equipment
- Ceremony Fee

**Evening (5p-11:30p)**

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Add 2nd floor galleries for an extra $300
**Museum Café**

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

**Additional Fees (if applicable):**
- Security Fee
- AV / Rented Equipment
- Ceremony Fee

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.

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<tr>
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<td>Mon - Thurs</td>
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<tr>
<td>Cafe Private Dining</td>
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LILLY THEATER

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

Additional Fees (if applicable):
Security Fee
AV / Rented Equipment
Ceremony Fee

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.

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

Additional Fees (if applicable):
Security Fee
AV / Rented Equipment

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

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Desks and office chairs are included in the rental price.