

# EITELJORG MUSEUM

## Of American Indians and Western Art

### *2015 RENTAL INFORMATION*



#### Eiteljorg Contacts:

Sarah Bean, *Director of Catering & Events*  
Heather Frank, *Events Coordinator*

317.275.1340  
317.275.1329

[sbean@eiteljorg.com](mailto:sbean@eiteljorg.com)  
[hfrank@eiteljorg.com](mailto:hfrank@eiteljorg.com)  
[rentals.eiteljorg.org](http://rentals.eiteljorg.org)

#### Exclusive Catering Contact:

Kahn's Catering

317.577.3663

[www.kahncatering.com](http://www.kahncatering.com)

*\*Rental information is arranged in tiers based on how much access you would like to the museum and art galleries.*

**TIER 1**  
**CLOWES BALLROOM, ONE AMERICA TERRACE & EAGLE COMMONS HALL**

**Capacity:** 230 - Sit down dinner with a dance floor (10 people per table)  
260 - Sit down dinner without a dance floor (10 people per table)  
400 - Standing reception

**Rental Includes:** In-house tables & banquet chairs  
Parking on a first come, first serve basis  
Event Space from 6:00pm-11:30pm (extend until 1:00am for an additional charge)

\*Upgrade in chairs is available for an additional charge

\*\*No items are allowed to be hung from the ceiling or on the walls inside or outside; Museum policies will be enforced

Eagle Commons Hall is adjacent to the Clowes Ballroom and serves as a perfect cocktail hour or pre-function space.  
One America Terrace is an extension on the East side of the Clowes Ballroom, offering views of the Indianapolis skyline and outdoor access during the event.



**Pricing:**

**Available:**

**Jan 26<sup>th</sup> – March 27<sup>th</sup>**

**April 8<sup>th</sup> – Nov. 15<sup>th</sup>**

**Monday - Thursday**

Daytime (7am – 3pm)  
Evening (6 – 11:30pm)

Fee \$1,200 Catering Minimum \$3,500  
Fee \$1,300 Catering Minimum \$5,000

Fee \$1,200 Catering Minimum \$3,500  
Fee \$2,500 Catering Minimum \$5,000

**Friday & Sundays**

Daytime (7am – 3pm)  
Evening (6 – 11:30pm)

Fee \$1,200 Catering Minimum \$6,000  
Fee \$3,000 Catering Minimum \$6,000

Fee \$1,200 Catering Minimum \$6,000  
Fee \$3,300 Catering Minimum \$6,000

**Saturday**

Daytime (7am – 3pm)  
Evening (6 – 11:30pm)

Fee \$1,300 Catering Minimum \$6,000  
Fee \$3,000 Catering Minimum \$10,000

Fee \$1,500 Catering Minimum \$6,000  
Fee \$3,500 Catering Minimum \$10,000

**TIER 2**  
**CLOWES BALLROOM, ONE AMERICA TERRACE,  
 EAGLE COMMONS HALL & 1<sup>ST</sup> FLOOR GALLERIES**

*A Tier 2 rental allows your guests to access our first floor galleries, adding an element of entertainment to any event!*

**Capacity:** 230 - Sit down dinner with a dance floor (10 people per table)  
 260 - Sit down dinner without a dance floor (10 people per table)  
 600 - Standing reception

**Rental Includes:** In-house tables & banquet chairs  
 Parking on a first come, first serve basis  
 Event Space from 6:00pm-11:30pm (extend until 1:00am for an additional charge)

*\*Upgrade in chairs available for an additional charge*

*\*\*No items are allowed to be hung from the ceiling or on the walls inside or outside; Museum policies will be enforced*



**Pricing:**

**Available:**

**Jan 26<sup>th</sup> – March 27<sup>th</sup>**

**April 8<sup>th</sup> – Nov. 15<sup>th</sup>**

**Monday - Thursday**

Evening (6 – 11:30pm) Fee \$2,000 Catering Minimum \$5,000

Fee \$3,000 Catering Minimum \$5,000

**Friday & Sundays**

Evening (6 – 11:30pm) Fee \$3,300 Catering Minimum \$6,000

Fee \$4,000 Catering Minimum \$6,000

**Saturday**

Evening (6 – 11:30pm) Fee \$3,500 Catering Minimum \$10,000

Fee \$4,200 Catering Minimum \$10,000

**TIER 3**  
**CLOWES BALLROOM, ONE AMERICA TERRACE,**  
**EAGLE COMMONS HALL & 1<sup>ST</sup> FLOOR GALLERIES AND GARDENS**

**Capacity:** 230 - Sit down dinner with a dance floor (10 people per table)  
 260 - Sit down dinner without a dance floor (10 people per table)  
 1,000 - Standing reception

**Rental Includes:** In-house tables & banquet chairs  
 Parking on a first come, first serve basis  
 Event Space from 6:00pm-11:30pm (extend until 1:00am for an additional charge)

*\*Upgrade in chairs available for an additional charge*

*\*\*No items are allowed to be hung on the ceiling or on the walls inside or outside; Museum policies will be enforced*

*\*\*Events utilizing outdoor space late into the evening will be required to have additional lighting*

*\*\*Outdoor tables and chairs may be an additional charge*



**Pricing:**

**Available:**

**April 8<sup>th</sup> – Nov. 15<sup>th</sup>**

**Monday - Thursday**

Evening (6 – 11:30pm)

Fee \$3,000 Catering Minimum \$5,000

**Friday & Sundays**

Evening (6 – 11:30pm)

Fee \$ 4,000 Catering Minimum \$6,000

**Saturday**

Evening (6 – 11:30pm)

Fee \$ 4,200 Catering Minimum \$10,000

**TIER 4**  
**(Entire Museum Rental)**

**CLOWES BALLROOM, ONE AMERICA TERRACE, EAGLE COMMONS HALL,  
1<sup>ST</sup> & 2<sup>ND</sup> FLOOR GALLERIES, AND OUTDOOR GARDENS**

**Capacity:** 230 - Sit down dinner with a dance floor (10 people per table)  
260 - Sit down dinner without a dance floor (10 people per table)  
1,200 - Standing reception

**Rental Includes:** In-house tables & banquet chairs  
Parking on a first come, first serve basis  
Event Space from 6:00pm-11:30pm (extend until 1:00am for an additional charge)

*\*Upgrade in chairs available for an additional charge*

*\*\*No items are allowed to be hung on the ceiling or on the walls inside or outside; Museum policies will be enforced*

*\*\*Events utilizing outdoor space late into the evening will be required to have additional lighting*

*\*\*Outdoor tables and chairs may be an additional charge*

**Pricing:**

**Available:** Jan 26<sup>th</sup> – March 27<sup>th</sup> April 8<sup>th</sup> – Nov. 15<sup>th</sup>

**Monday - Thursday**

Evening (6 – 11:30pm) Fee \$2,500 Catering Minimum \$5,000

Fee \$3,000 Catering Minimum \$5,000

**Friday & Sundays**

Evening (6 – 11:30pm) Fee \$3,500 Catering Minimum \$6,000

Fee \$4,000 Catering Minimum \$6,000

**Saturday**

Evening (6 – 11:30pm) Fee \$3,800 Catering Minimum \$10,000

Fee \$4,200 Catering Minimum \$10,000



## Museum Café

**Capacity:** 40 - during the day in the **Private Dining Room**  
 150 - in the evening using the **entire Museum Café**, utilizing both indoor and outdoor patio space  
 (Roughly 90 seats inside/60 outside)

\* Evening rental includes outdoor patio

\*\*No items are allowed to be hung on the ceiling or on the walls inside or outside of the Cafe; Museum policies will be enforced

**Pricing:**

**Available:** Jan. 2<sup>nd</sup> –Dec. 30<sup>th</sup>

<b>Monday – Thursday</b> Daytime (7am – 4pm)	Fee: \$300	Catering Minimum \$500
Evening (6- 11:30pm)	Fee: \$800	Catering Minimum \$1,000
<b>Friday &amp; Sundays</b> Daytime (7am – 3pm)	Fee: \$300	Catering Minimum \$500
Evening	Fee: \$800	Catering Minimum \$1,500
<b>Saturday</b> Daytime (7am – 3pm)	Fee: \$1,000	Catering Minimum \$2,000
Evening	<b>NOT AVAILABLE April-October</b>	

*\*Note: Some blackout dates apply*



## Thompson Boardroom

*The Thompson Boardroom can be divided into three separate rooms: Section A, B, & C*

**Capacity:**  
32 - for the entire boardroom  
12 - for A&B  
6 - for A

**Equipment:** *Boardroom equipment, including Audio Visual equipment, white boards, flip charts, etc, are available at an additional charge*

**Pricing:**

**Available:** **Jan 2<sup>nd</sup> – Dec. 23<sup>rd</sup> (daytime only)**

Boardroom A, B or C	Fee: \$200 per day Catering Minimum \$800
Entire Boardroom (A, B & C)	Fee: \$400 per day Catering Minimum \$800

**Seating Options:**

Hollow Square  
U-Shape  
Classroom Style

*\*All tables and chairs must stay inside the boardroom*

*\*\*No items are allowed to be hung from the ceiling or on the walls inside or outside of the Thompson Boardroom; Museum policies will be enforced*



## Fact Sheet

Here are a few important notes we think will be helpful to know if you choose to host your event with us:

- 1) Kahn's Catering is our exclusive caterer. All food, beverage and linen services are done through Kahn's. Options and customization are available
- 2) No food or beverage is allowed within the gallery spaces
- 3) We require a certificate of insurance on file for all events
- 4) We also require a signed florists, photographers and videographers form
- 5) We host one event per event which gives you the flexibility on space options
- 6) Audio visual equipment is available for rental-ask us for details
- 7) If you choose to have any portion of your event outdoors, we allow for a call by 12:00pm on the day of the event to make the decision to keep the event outdoors or to bring it in due to inclement weather
- 8) Let us know if you are tax exempt!
- 9) Parking is available in the White River State Park underground garage on a first-come, first-serve basis. Guests who park in this garage will be validated for their parking
- 10) Reserved parking is available in the White River State Park underground garage for events-pricing is per level (not per parking space)-ask us for pricing details
- 11) Guests attending a day event at the Eiteljorg Museum will be allowed complimentary access to galleries on the day of the event they are attending, during museum hours (Monday-Saturday 10am-5pm / Sunday 12pm-5pm)
- 12) Clients have the option to have galleries and/or the Museum open for evening events-ask us for further details on pricing
- 13) Real candles are acceptable outside of the museum. Only LED candles are allowed inside the museum
- 14) If you plan for an outdoor ceremony, the Plan B location would be directly behind the main staircase