



# The Indianapolis Artsgarden

## A Cultural Icon That's Perfect for Your Event

Curving 95 feet into the air, the glass-enclosed Indianapolis Artsgarden offers a breathtaking view of the city – and an incredible environment for a variety of events. This spectacular facility, owned and operated by the Arts Council of Indianapolis, is an architectural marvel as well as an arts and cultural venue with limitless potential for your event.

### The Heart of the City

Located above the intersection of Washington and Illinois streets in the heart of downtown Indianapolis, the Artsgarden is connected to Circle Centre Mall, the Conrad Hotel and the Embassy Suites Hotel complex. Skywalks also provide easy access to the Indianapolis Convention Center, Westin Hotel, Omni Severin, Canterbury Hotel and Marriott Hotel. Adjacent to the Artsgarden is the National City Bank Plaza/Hyatt Regency Hotel complex.

### Built to Meet Your Needs

With its airy, open atmosphere, the Artsgarden is the perfect spot for all types of gatherings, including:

- Corporate receptions
- Fundraisers
- Dinners
- Annual meetings
- Class reunions
- Lectures and debates
- Press conferences
- Community meetings
- Wedding receptions

The venue can be arranged to accommodate events for 10 to 500 people:

- 500 people for a standing reception
- 300 people for a theater-style arrangement with a stage
- 300 seated at 5-foot round tables

### Our Business is Entertaining

Hosting more than 300 performances and events annually, the Artsgarden's staff is equipped to make your event special by assisting you with sound, stage, lighting and video equipment arrangements. The Artsgarden features a number of amenities **at no additional cost**, including:

- Lighting system
- Projection screen system
- DVD/CD recorder/player
- Multiple flat panel television monitors
- 24-foot x 32-foot stage
- Podiums
- Two chorus-style dressing rooms, lockers and a small storage area
- Accessible restroom facilities
- Private preparation/warm-up area
- Steinway & Sons concert grand piano
- Video presentation system
- Microphones
- Easels
- Computer presentation system
- Tables and chairs

## Catering

Food, liquor, tables, linens and other catering needs may be met by **Ritz Charles Caterers** (317-843-9529 / [www.ritzcharles.com](http://www.ritzcharles.com)), the Artsgarden's exclusive caterer.

## Bringing Art to Life

Event planners are encouraged to include an appropriate arts component in keeping with the Arts Council's mission to build awareness of the arts (e.g., live musical performance or a visual exhibition). Events that include an arts component may be eligible for a rental fee discount.

## Rental Application

Organizations or individuals seeking to rent the Artsgarden need only submit a completed Artsgarden User's Application form (enclosed) to the address below. Upon receipt of the application, the Events Coordinator will generate an estimate and discuss it with the renting organization/individual. Once terms have been agreed upon, contracts and guidelines will be sent to the renting organization/individual. All events are subject to the approval of the Artsgarden Director and the Arts Council of Indianapolis. No event is finalized until all required guidelines are met and a deposit has been paid.

## Artsgarden Rental Packet Contents

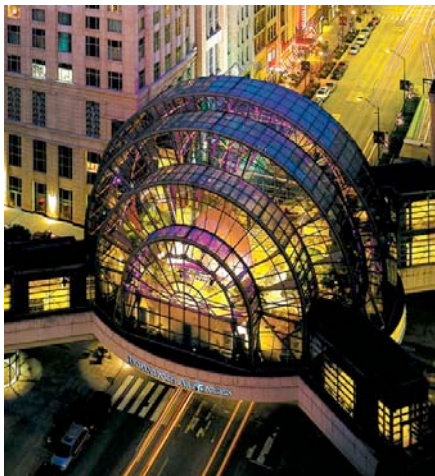
This Artsgarden rental packet includes:

- Artsgarden User's Application
- Artsgarden Room Capacities
- Artsgarden Rental Price List
- Bringing Art to Life Guide

You can download a copy of this rental packet from [www.indyarts.org](http://www.indyarts.org).

## Contact

Questions, letters of request and user applications should be submitted to:



### **Indianapolis Artsgarden Director Arts Council of Indianapolis**

20 North Meridian Street, Suite 500  
Indianapolis, IN 46204-3040

**Phone:** 317-624-2565

**Fax:** 317-624-2564

**[www.indyarts.org/artsgarden](http://www.indyarts.org/artsgarden)**

# Artsgarden User's Application

Please return this form at least 30 days prior to the event to:

**Artsgarden Director**  
Arts Council of Indianapolis  
20 North Meridian Street, Suite 500  
Indianapolis, IN 46204  
**Phone: 317-624-2565 Fax: 317-624-2564**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St. \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Time: **Start** \_\_\_\_\_ **am/pm** **Ends** \_\_\_\_\_ **am/pm**

Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Food Service: **Yes / No** What Style: **sit down / buffet / Hors d'oeuvre**

Briefly describe the nature and content of the proposed event:

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Briefly describe any proposed arts components:

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## Artsgarden Use Only:

User Application: \_\_\_\_\_ Sent Estimate: \_\_\_\_\_ Contract: \_\_\_\_\_ Event Deposit: \_\_\_\_\_

Certificate of Ins.: \_\_\_\_\_ Proof of NFP: \_\_\_\_\_ Tech Info: \_\_\_\_\_

Revised 6/10/09

# Artsgarden Room Capacities

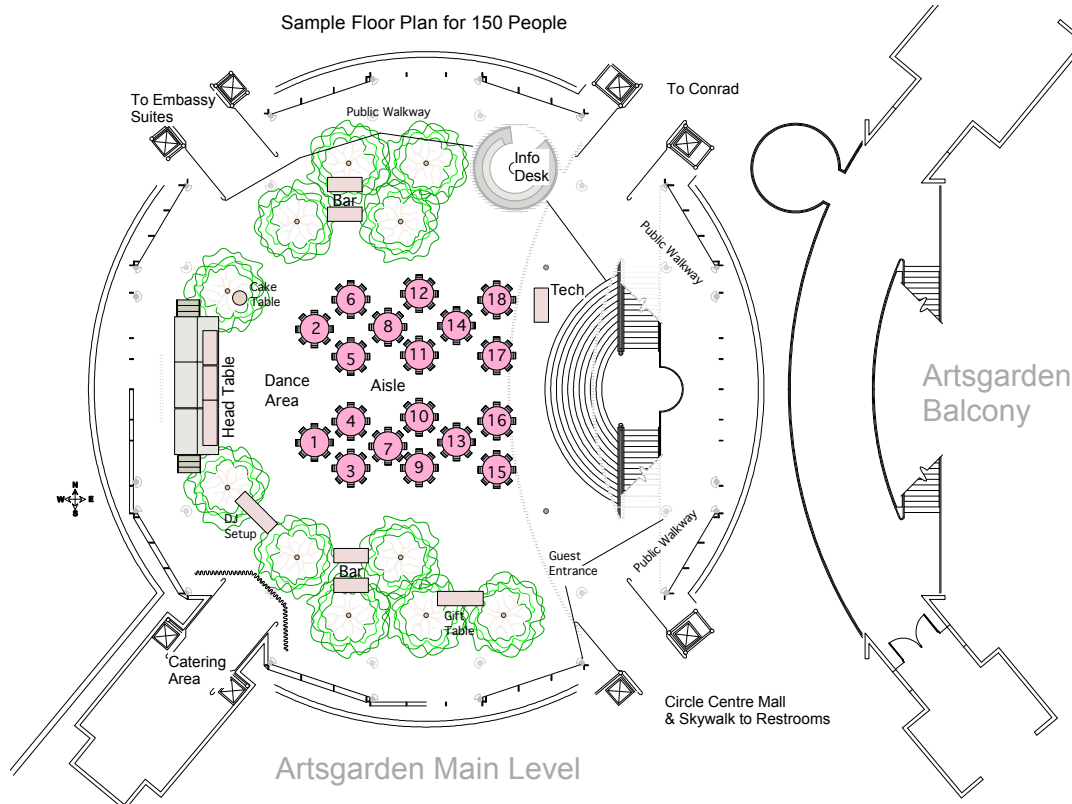
## Artsgarden (Main Level & Balcony)

Set-up type	Capacity*
Standing Reception	50-500
Theatre-style	50-300
Sit-down	50-300

## Artsgarden (Balcony)

Set-up type	Capacity*
Standing Reception	10-100
Theatre-style	N/A
Sit-down	10-90

\* Capacity will be determined by what other requirements are requested (i.e. staging, dance area, auction tables, etc.)



# Artsgarden Rental Price List

The Indianapolis Artsgarden is an affordable, one-of-a-kind facility. All rental rates include the services of one event coordinator. Rental times are calculated by adding the event hours plus two hours of setup time and one hour of breakdown time. Additional charges for other personnel will be added to the rental fee according to individual needs.

## Amenities

Room rental rates include the following at **no additional cost**: In-house A/V, staging, risers, podium, technical equipment and most set-up equipment (tables, chairs, etc.). An additional cost will occur only if we need to rent unavailable equipment for your event.

## Price List

The prices below are for rental of the entire Artsgarden. The balcony may be rented separately at lower rates. Contact the Artsgarden Director for pricing.

<b>Event type</b>	<b>Without arts component</b>	<b>With arts component</b>	<b>Minimum hours required</b>
Non-profit arts organizations	\$100 per hour	N/A	4-hour minimum
Non-profit organizations	\$200 per hour	\$150 per hour	4-hour minimum
Wedding receptions Corporations/businesses	\$300 per hour	\$250 per hour <b>(excludes Weddings)</b>	4-hour minimum

### **Circle Centre retail hours:**

(Monday–Saturday, 10 a.m.–9 p.m.  
and Sunday, noon–6 p.m.)

A \$50 surcharge for each hour outside of regular retail hours may be applied to rental fee.

## Personnel Support

Personnel are only hired as required by each event. Most events require a technician. The other personnel listed are only utilized for large functions or those with specific needs.

<b>Personnel type</b>	<b>Price per hour/per person</b>
Lighting/sound technician	\$22* (4-hour minimum)
Security	\$25* (4-hour minimum)
Janitorial	\$13
Maintenance	\$16
Waste handling	\$50 per event
Information desk	\$8

\*Pay scale may vary on Sundays and holidays. **Rates are as of 1/10/08 and are subject to change.**

# Bringing Art to Life

Event planners are encouraged to incorporate an arts component in keeping with the Arts Council of Indianapolis' mission to build awareness of the arts.

Visit the Arts Council's online artists database at [www.indyarts.org](http://www.indyarts.org) to search more than 600 central Indiana artists—including sculptors, painters, glass blowers, photographers, poets, dancers, musicians, storytellers and more!

## Ideas to Integrate Art into Your Event:

### Before the wedding

- **Jewelry artist:** Commission artist to create one-of-a-kind pieces (necklace for bride, brooch for mother of the bride, cufflinks for groom, etc.)
- **Photographer:** Hire artistic photographer to take engagement photographs
- **Graphic artist:** Hire artist to design wedding invitations, programs and other wedding materials
- **Poet:** Commission artist to write poem for wedding (artist or honorable guest could recite)
- **Musician:** Commission artist to write song for wedding (artist or honorable guest could sing/play)
- **Wedding registry:** Register for art by artists you like (painting, sculpture, dish set, table, chairs, mirrors, etc.) by including artist websites in your registry information



### At the wedding

- **Musician:** Hire musician or band to perform (vocalist, pianist, violinist, etc.)
- **Dancers:** Hire dancers to perform (for an exclusive performance, dance lessons, or simply to kick off an evening of dancing)
- **Photographer:** Hire artistic wedding photographer to take wedding photographs
- **Centerpieces/Décor:** Purchase or commission artist works for centerpieces/other decorations (blown glass pieces, sculpture, fabric table runners, etc.)
- **Gifts:** Purchase or commission artist works as gifts for wedding party (glass vases, custom jewelry, wooden bowls, etc.)
- **Wedding favors:** Purchase or commission artist works as wedding favors (CD of live musician, small works of art, blown glass pieces, etc.)



Talk to your Artsgarden Coordinator for ideas about integrating art into your event. We can help you find the performing or visual artists who are best suited to your needs and tastes.

Images: Performing artist Mark Buselli (top); Glasswork of artist Joan Schneider (bottom). Find these artists and many more at [www.indyarts.org](http://www.indyarts.org)!

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## Ideas to Integrate Art into Your Event:

- **Graphic artist:** Hire artist to design event invitations, programs and other event materials
- **Musician:** Hire musician or band to perform (vocalist, pianist, violinist, etc.)
- **Photographer:** Hire artistic photographer to take event photographs
- **Visual artist:** Commission artist to create awards for those being recognized (blown glass pieces, sculpture, ceramics, painting, etc.)
- **Centerpieces/Décor:** Purchase artwork or commission an artist to create centerpieces for centerpieces/other decorations (blown glass pieces, sculpture, fabric table runners, etc.)
- **Gifts:** Purchase artwork or commission an artist to create gifts for honorable guests (glass vases, wooden bowls, etc.)
- **Party favors:** Purchase artwork or commission an artist to create party favors (CD of live musician, small works of art, blown glass pieces, etc.)



Talk to your Artsgarden Coordinator for ideas about integrating art into your event. We can help you find the performing or visual artists who are best suited to your needs and tastes.

Images: Performing artist Thomas Wyatt Watkins (top); Wood sculpture (*Inner Wisdom*) by artist Betty J. Scarpino (bottom). Find these artists and many more at [www.indyarts.org](http://www.indyarts.org)!