



Image courtesy of Lavengood Photography (Visit Indy)

## Iconic event space in the heart of Indy

Owned and operated by the Indy Arts Council, the Indianapolis Artsgarden is a striking, seven-story glass and steel structure located in the heart of downtown Indianapolis. Since opening in 1995, it has served as an iconic venue offering 360-degree views of the city and hosting unforgettable private events, weddings, and community gatherings.

Indianapolis Artsgarden staff are available to provide event management, technical support, and security to help your event run smoothly.



# RENT THE ARTSGARDEN

## EVENTS

### Capacity

Maximum capacity, standing room only: **400**

Main floor, seated dinner: **225**

Main floor and balcony, seated dinner: **250**

### Rental rates

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

Standard rate	Monday - Thursday	Friday & Sunday	Saturday
1 - 3 hours	\$2,500	\$3,000	\$4,000
Up to 6 hours	\$3,500	\$4,000	\$5,000
Hourly rate after 6 hours	\$1,000	\$1,000	\$1,000

Nonprofit rate	Monday - Thursday	Friday & Sunday	Saturday
1 - 3 hours	\$1,250	\$1,500	\$2,000
Up to 6 hours	\$1,750	\$2,000	\$2,250
Hourly rate after 6 hours	\$500	\$500	\$500

\*Contact the Artsgarden team for special event/holiday pricing

### Included in rental fee

- Venue management
- Event security
- Technical support
- 5' round tables
- White chairs
- Cocktail tables
- Cafe tables
- Lighting
- Complete PA sound system
- Audio equipment (including microphones)
- Digital music channels
- Steinway concert grand piano
- Temporary decoration storage
- Use of dressing rooms
- Coat racks
- Black tripod display easels

### Available for an additional fee

- Stage set up (up to 12'x24'): **\$1,000**
- Video system (75" TV monitors): **\$500**

*If anything extra is desired or needed and is not in our inventory, it will need to be rented through our catering or another company for an additional fee.*



Photo: Jessica Strickland

## Catering information

Exclusive caterers of the Indianapolis Artsgarden

### Ritz Charles Catering

(317) 846-9158  
ritzcharles.com  
admin@ritzcharles.com

### Conrad Indianapolis

(317) 524-2572  
conradindianapolis.com  
INDCI-Sales@conradhotels.com



Photo: Adam & Becca Photography



Photo: Aubrey Thornsbury

## Booking process

- 1 Fill out the Ready to Book form found at [IndyArts.org/the-artsgarden](http://IndyArts.org/the-artsgarden). An Indianapolis Artsgarden representative will review your request and contact you.
- 2 Schedule a walkthrough and meeting with the Indianapolis Artsgarden staff.
- 3 If you choose to move forward with booking, you will receive a contract to sign. Return the signed contract with deposit to officially reserve your event's date.
- 4 At least 90 days before the event, submit a certificate of insurance. You can obtain this through your residential insurance agent or an online provider.
- 5 If desired, set up a time to meet with Indianapolis Artsgarden staff about two weeks before event.
- 6 The remainder of your balance must be received no later than seven days before your event.

## Indianapolis Artsgarden Contact Information

**Mike Prusa**  
Indianapolis Artsgarden Director  
(317) 624-2565  
mprusa@indyarts.org

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

110 W. Washington Street, Indianapolis, IN 46204



**INDIANAPOLIS ARTSGARDEN**  
OWNED + OPERATED BY  **IndyArts** **Council**