



# ATHENÆUM

*a place for*

Conversation • Culture • Celebration

## Meeting Room Request Form

The Athenaeum/Das Deutsche Haus was originally designed as a community center. The mission of the Athenaeum Foundation continues that spirit by offering our meeting rooms to charitable and community-based organizations.

Complete and return this form with any special set up instructions 15 days prior to your meeting. If you have any questions or concerns please contact the Athenaeum Foundation at 317.655-2755.

Organization/Meeting Information			
<b>Organization Name:</b>			
<b>Primary Contact Name:</b>			
<b>Contact Phone:</b>			
<b>Contact e-Mail:</b>			
<b>Billing Address:</b>			
<b>Date of Meeting:</b>			
<b>Start Time:</b>		<b>End Time:</b>	
<b>Purpose of Meeting/Meeting Name:</b>			
<b>Expected Attendance:</b>			
<b>Room Requested:</b>			
<b>Auditorium</b> (up to 300)		<b>Max Kade Suite</b> (up to 60)	
<b>Damenverein</b> (up to 90)		<b>Max Kade Directors</b> (up to 10)	
<b>Willkie Room</b> (up to 70)			

<b>Room</b>	<b>Corporate Rate*</b>	<b>NonProfit Rate*</b>	<b>Includes</b>
<b>Max Kade Directors</b>	\$50 per hour	\$25 per hour	(1) table (8) chairs
<b>Max Kade Suite</b>	\$100 per hour	\$50 per hour	(2) 8 top tables OR (20) theatre style OR Board seating for 20
<b>Willkie Room</b>	\$100 per hour	\$50 per hour	(3) 8 top tables OR (25) theatre style OR Board seating for 20
<b>Damenverein</b>	\$150 per hour	\$75 per hour	(3) 8 top tables OR (25) theatre style OR Board seating for 20
<b>Auditorium</b>	\$600 a day	\$300 a day	(6) 8 top tables OR (50) theatre style OR Board seating for 20

\*These fees are subject to change.

- Additional tables and chairs will be billed at the following rates:
  - \$22 per 8 top table with chairs
  - \$12 per 8 foot rectangular table
  - \$10 per cocktail table
  - \$1 per additional chair
- All room rentals include a podium, projector screen and registration table at no additional cost based on availability, please note above if you would like any of these options.
- For donated rooms, a minimum charge of \$35 for set up/cleaning will be charged
- The Damenverein and Max Kade are equipped with pocket doors. Please note if you would like these open or closed for your rental.
- If cancellation of a room request is not received 24 hours prior to a cancellation, a minimum of \$35 will be charged to cover the staff time to set the room. *Thank you for your help with this.*

Room Set Up			
Seating Style: (circle one)	Boardroom	Theatre	Other
Registration Table: (circle one)	Yes/No	Number of Tables:	
Podium: (circle one)	Yes/No		
Table Linens: (circle one)	Yes/No		
Refreshment Table: (circle one)	Yes/No	Number of Tables:	
Projector Screen: (circle one)	Yes/No	Foundation will supply a small table & extension cord. Client must to provide projector.	
Bar Service: (circle one)	Yes/No	Additional \$100 fee.	
Donated Catering: (circle one)	Yes/No	Additional \$150 fee for pre-packed foods, \$250 for prepared/assembled on-site foods. Only available to non-profit organizations.	
Other Set up Needs:			

### Liability Waiver/Indemnification Agreement

By submitting this form you agree for and on behalf of the Organization named above, to the following:

**We have received, read, understood, and agree to comply with the Athenaeum Foundation's Meeting Room Policy and Use Procedures.**

**We hereby fully release and discharge the Athenaeum Foundation, its trustees, directors, officers, agents, and employees, as well as, its tenants to the extent such tenants are not providing catering or other services to us, from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the Athenaeum.**

**We further agree to indemnify and hold harmless and defend the Athenaeum Foundation, its trustees, directors, officers, agents and employees, as well as, its tenants to the extent such tenants are not providing catering or other services to us, from any and all claims and expenses, including reasonable attorney fees, resulting from, directly or indirectly, injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the Athenaeum**



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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The parking lot on the east side of the building is now a PAY AND DISPLAY lot. Parking rates are now \$2 per 90 minutes before 5pm, \$7 daily rate before 5pm and \$10 after 5pm. Please do not park in the YMCA designated spaces.**

**Athenaeum Foundation Staff Acceptance:**

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**All Forms Should Be Returned to:**

Athenaeum Foundation  
401 E. Michigan St.  
Indianapolis, IN 46204  
317-655-2755  
[www.athenaeumfoundation.org](http://www.athenaeumfoundation.org)