



Meeting Room Request Form

Organization and Meeting Information			
Organization Name:			
Org is a non-profit	<input type="radio"/> Yes <input type="radio"/> No		
Primary Contact Name:			
Contact Phone:			
Contact e-Mail:			
Billing Address:			
Contract Amount			
Date of Meeting:			
Start Time:			
End Time:			
Event Name:			
Expected Attendance:			
Room Requested:	Please indicate your selection below. More room info on next page.		
Auditorium (up to 300)		Max Kade Suite (up to 60)	
Damenverein (up to 90)		Max Kade Directors (up to 10)	
Willkie Room (up to 70)			

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

- 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.
- Rooms billed at an hourly rate will have a two-hour minimum.
- 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 at least 24 hours prior to the reservation start time, no refund for the room will be given.

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



Printed Name: _____

Title: _____

Signature: _____

Date: _____

Athenaeum Foundation Staff Acceptance:

Name: _____

Signature: _____

Date: _____

All Forms Should Be Returned to:

erin marshall
Athenaeum Foundation
401 E. Michigan St.
Indianapolis, IN 46204
317-655-2755
emarshall@athenaeumfoundation.org