

Basically, to rent the museum for one day, costs begin at \$1200. Fees are added for other things after we discuss with you your specific needs. One such fee would be the bar, which we staff with licensed bartenders and provide the drinks you choose for your event. The Wedding Rental Agreement explains all fees in greater detail and if you have any questions, please feel free to email me at susan@vonnegutlibrary.org.

To rent the museum for a whole weekend, typically from Friday at 6 p.m. until Sunday at noon, costs begin at \$5,000. These hours can be adjusted based on your needs.

The museum staff works with your chosen vendors, such as florist, caterer, music provider, etc. to accommodate their needs and your vision for your wedding, to the extent that our space allows. We don't have packages that include those services. You hire and pay those people and we coordinate with them.



543 Indiana Avenue * Indianapolis, IN 46202

Wedding Rental Agreement Form

Date/Dates of Event:

Type of Event/Events:

Beginning Time of Rental:

Ending time of Rental Period:

Number of Attendees: Rental Space/Spaces to be Used:

Names of Couple to Be Married

Contact person and role:

Email:

Phone Number:

Address:

Facility Fees: The following fees relate only to venue rental, not staffing or other services, which are billed separately.

Standard facility Fee = \$1,200 per day (Applies to any number of hours used between 10 a.m. to 6 p.m. Additional hours are billed at overtime fee rates for space and staffing. Adjustments are permitted if approved within 30 days prior to the event.)

Exclusive Weekend Buyout Terms: \$5,000 - Renters gain exclusive access to the KVML from 6 p.m. on Friday through 12 p.m. (noon) on Sunday. Exclusive building use is reserved from 10 a.m to 10 p.m. on Saturday (Adjustments are permitted if approved within 30 days prior to the event).

After Hours and Overtime Fees: \$400 per hour.

A \$7 per attendee fee will also be added to the final invoicing.

Deposits

Non-Refundable Exclusive Use Deposit: A 50% nonrefundable deposit is required for exclusive use and holding the date/dates. This deposit is deducted from your final bill.

Security Deposit: A \$1,500 refundable security deposit is required and will be returned after the event if no damages occur. Any damages are expected to be paid within 15 days following the event.

Venue Access:

Unless a Weekend Buyout was purchased, access to the venue for setup begins at 10 a.m. All decorations and personal items must be removed no later than 5:30 p.m.

The couple and their vendors are responsible for ensuring all equipment and decorations are removed by the designated end time.

Capacity:

Basement access is not permitted.

1st floor: 50 seated, 70 standing

2nd floor Gallery and Cafe: 60 seated, 70 standing

2nd floor Youth Writing Center/ "Blue Room": 50 seated auditorium-style with aisle, 35 seated for plated dinner, 60 standing

2nd floor Balcony: 80 seated or standing

*Please note that food is only allowed on the 2nd floor

3rd floor Slaughterhouse-Five Exhibit 12 seated, 20 standing

Full building: 220 standing

Additional Services

On-Site Coordinator: \$40 per hour

This individual is not an event planner but a representative or representatives from the organization assigned to ensure your event is as successful as possible.

Additional Staffing: \$40 per hour (minimum two staff members per hour, with one additional staff member required for parties over 25 people.)

Tours: \$250 (for up to 25 people). Beyond 25 attendees incurs a fee of \$10 per person.

Tours of the museum can be arranged with KVML's Curator, Founder, or other senior member of the KVML staff. Tours typically run from 40-60 minutes. Tours must be arranged in advance of event.

Cleaning Fee: \$250 per day added to final bill.

Furniture rental: Up to 70 chairs may be rented for \$2 per chair per day. Renter may also work with rental company to supply chairs at their own expense. KVML must be notified of all vendors being used.

Catering: All caterers must be licensed and insured, and a copy of the license must be provided to the venue no later than 30 days prior to the event.

Parking: Free

While KVML has 17 parking spaces, only 14 of those spaces may be used by Renter (this includes ADA accessible spaces); street parking at meters is available. Anyone parking illegally in the lot will be towed.

KVML Gift Shop Registry: Free

KVML will work with the couple to create a gift shop registry of items for the couple that can be purchased in-store or online.

AV Support:

Speaker System: \$25 per hour

Projector: \$25 per hour

Screen (120 Inch Screen): \$25 per hour

Additional Considerations

Photography: Photography is allowed. Flash photography is not permitted.

KVML Personnel:

\$30 per staff member per hour. Two staff members minimum per hour, with one additional staff member per 25 attendees. It is expected that all guests will vacate the facility upon the scheduled close of the event and all tear-down by the client or contractors must conclude by the End Reserved Time as indicated in this agreement. Staff time will be calculated with the Begin Reserved Time and end with the End Reserved Time as indicated in this agreement.

Security:

\$40 per hour for security service provided by Stainaker Security/ \$65 per hour for police. Both have a 4-hour minimum charge.

Tours:

\$250 for a Curator led tour. Other tours are available with advance notice at an additional fee.

Policies and Regulations

All food, music, photography and licensing will be the responsibility of the Renter of the facility. KVML can supply suggestions for providers upon request.

Alcohol Service: KVML holds a liquor license and all alcohol must be purchased and served by KVML's licensed bartenders. Renter may discuss bar service options for guests and associated charges.

Smoking: Smoking is prohibited in the building and at the entrances to the building.

Museum Collection Protection: No open food or beverages are allowed on the First or Third Floor. Food and beverages are permitted on the Second Floor only. Guests are discouraged from bringing food or beverages near art and exhibitions.

Flowers: Fresh flowers may be used only in the spaces on the Second Floor of the building and outside on the day of the event and must be removed immediately following the event.

Noise Restrictions: Outdoor (balcony or parking lot) music must end by 11 p.m.

Prohibited Items: The use of tacks, nails, adhesives, staples, glitter, confetti, feathers, birdseed, dry ice, candles, open flame, and smoke machines is not allowed. If the Vonnegut Library finds that these items have been used within the premises, an additional minimum \$500 cleaning fee will be added to the final bill.

Decorations: All decorations must be approved by KVML in advance.

Loss or Damage: The Renter assumes all responsibility for loss of and/or damage to KVML property and for any personal injury to any member of the group served during, or as a result of, the Renter's use of the property. KVML accepts no responsibility for lost, damaged, or stolen property, accidents, or injuries to visitors.

Space Restrictions: Guests are not permitted to wander the museum outside of the rented spaces or to use/touch historic artifacts.

Changes to Agreement: KVML may or may not approve last-minute changes to this agreement. All requests for special arrangements or changes to the rental agreement must be made to KVML Staff at least 48 hours prior to the event and may incur additional charges.

Insurance Requirements

Insurance/Liability/Indemnification: Any party using the KVML facility or grounds shall be responsible for obtaining and paying for any special licenses, fees or permits required. The Renter shall file with KVML, at least 30 days prior to the event, a certificate of insurance. A minimum \$1,000,000 general liability is required for all renters and vendors. The Renter indemnifies the KVML against all liability and costs, including attorney's fees, which arise in connection with the use of the facility, except that which results from negligence or willful misconduct of the KVML, its employees, agents, or subcontractors. Renter assumes full responsibility for any damages or injuries that occur during the event.

Cancellation

If the event is cancelled more than 10 days before the event, the exclusivity deposit will be retained by the KVML but no additional payment is required. If the cancellation occurs within 10 days, a \$1,000 fee is required. If the event is rescheduled within 10 days prior to the event, the \$1,000 fee is waived. The scheduled event may be rescheduled on a mutually acceptable date, at which time the deposit will be applied to the rescheduled date.

The security deposit will be returned for any cancelled events.

Force Majeure

KVML is not responsible for cancellations due to acts of God, government restrictions, or other circumstances beyond its control. In such cases, efforts will be made to reschedule the event.

KVML, in compliance with local, state, and federal guidelines for health and safety, enforces all applicable precautions as set forth by the CDC and other organizations to help ensure the safety of our guests as well as staff. These guidelines may include restrictions on the number of attendees. Please be aware that we will do our best to accommodate your event, but by signing below you agree to these terms.

Anticipated Cost:

Signature Section Renter Information

Name:

Phone:

Email:

Address:

KVML Representative Information

Name:

Title:

Signatures

By signing below, both parties agree to the terms outlined in this agreement.

Renter Signature and Date

KVML Authorized Signature and Date