



## 2021 Wedding and Special Event Rental Information for Garfield Park Arts Center (GPAC)

### Indy Parks & Recreation Facility

2432 Conservatory Drive, Indianapolis, IN 46203

[GPAC@Indy.Gov](mailto:GPAC@Indy.Gov)

317-327-7135

### Overview

- Available Fridays and Saturdays for events that take place between the hours of 5:00 pm and 10:00 pm. If you would like to host your event outside of these days and times, please contact us to check on availability. In addition, an extra hour for setup is allowed plus an extra hour for cleanup.
    - Set up may begin at 4:00 pm, as long as public access to the exhibition is not obstructed during GPAC open hours.
    - Event must conclude one hour prior to contract end time, typically 10:00 pm, with cleanup finished by 11:00 pm.
  - GPAC makes available for use: fifteen 6' banquet tables, seventeen 5' round tables, six 3' cocktail tables, 175 folding metal chairs, one moving cart, two small black kitchen trash cans, two 32-gallon grey trash cans and liners. Recycling is available and encouraged.
  - The Main Gallery room capacity is 102-136 seated, depending on space needed for a dance floor, DJ, food, bar, etc. Renters can also opt for a capacity of 175 cocktail, but may need to rent additional cocktail tables (only 6 available).\*
- \*If your number of guests exceed these limits, GPAC cannot be held responsible for the overall comfort of your guests with regard to climate or space. You cannot at any time exceed the posted facility capacity of 250 as determined by the Fire Marshall.
- Please note that our building does not have Wi-Fi.

### Fees and Payment

- Standard Wedding/Special Event Package- \$350/hour with a 6-hour minimum (total of \$2,100). Includes the use of the Main Gallery (2,624 sq. ft.), patio (when available), the pantry/kitchen (25 sq. ft.), the Upper Level restrooms (men's, women's, and family), Lower Level restrooms (men's and women's), and the Lower Level men's and women's dressing rooms. It also includes 1-2 Indy Parks' staff who function solely to protect GPAC assets and to replenish restroom toiletries. Renters are responsible for all setup and clean up.
- A down payment of at least \$100 must be paid at the time of the booking. Payment plans can be arranged and are encouraged. The rental must be paid in full 60 days prior to the event. If a rental is

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cancelled with more than a 60-day notice, you can receive a full refund minus a \$25 cancellation charge. If a rental is cancelled with less than a 60-day notice, no refunds can be given. If the event is booked less than 60 days prior to event, payment in full is required.

- GPAC and Indy Parks accepts all major credit cards, and all checks should be made payable to “City of Indianapolis.”
- Additional rental requirements are outlined in this document.

## Wedding Planners

The primary goal of GPAC staff is maintaining the safety of guests and security of the facility and its contents. Arts Center staff members are not trained wedding planners and cannot assist with any event support, setup, or breakdown. It is HIGHLY recommended that a wedding planner be hired to assist with your event.

## Exhibitions

Layout and content for exhibitions may be unknown at the time of the event contracting; therefore, gallery content cannot be guaranteed. GPAC will make every attempt possible to provide a general idea of the exhibition content. Please be aware that the artwork will not be moved or changed in any way for the event. The barriers that are placed in the Main Gallery are there for the protection of the artwork and your guests. They may not be moved or altered in any way. The lighting in the gallery is positioned to highlight the artwork and also cannot be moved or adjusted. We strongly view the exhibitions on display as a highlight of being able to hold your special event in our facility. We ask for your understanding with regards to their protection.

## Insurance

Due to the nature of GPAC and its grounds, a certificate of liability naming the “Consolidated City of Indianapolis” as an additional insured in the amount of \$1,000,000 per occurrence must be provided at least 30 days before your event. Licensee may be able to obtain coverage by (1) purchasing a special events policy, (2) extending Licensee’s homeowner’s policy to cover the event or (3) adding a \$1,000,000 umbrella to licensee’s existing policy.

## Catering

There is a professional catering fee charge of \$60 per rental, and licensee may select their own caterer. The caterer must be registered with the Board of Health. Self-catering is allowed as well for no fee. *GPAC requires that caterers provide catering mats in the beverage area to contain spills, ice melt and other “slip and fall” hazards.*

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## Alcohol

- Alcohol is allowed to be *served by approved caterers with a copy of their current liquor license, server's license and certificate of liability insurance for \$3,000,000 on file*. If your event is self-catered, you must obtain a beer and wine permit through the State of Indiana and the same policies must be followed.
- A licensed bartender or server must monitor and distribute the alcohol—self-serve alcohol and serving to minors is prohibited.
- Beer and wine must be served in non-breakable cups. Glassware may be used for wedding toasts only.
- No alcohol is permitted outside of the building during or following the event.\*
- Alcoholic beverage service must stop one hour prior to the end of the event (typically 9pm).

\*If you wish to use the patio and plan to allow guests to take drinks to the patio area it must be roped off from the rest of the park. Guests may not take alcohol into the grassy areas of the park. *This is a violation of City code and will result in your event being terminated and the guests being asked to leave the park immediately.*

## Deliveries

Any deliveries to the facility (such as floral, tables, equipment, cakes and entertainment equipment) must be coordinated with GPAC Management at least two weeks prior to the event.

## Set-Up

- GPAC Management must be informed of all decorating plans and all vendors providing services 30 days prior to the event.
- GPAC staff do not have the ability to edge, trim or mow the park areas surrounding the building. We make every effort to remove debris from the perimeter and entry of the Arts Center to ensure the building is neat in appearance for your event.
- All flames must be protected with the exception of food warming devices.
- All decorations must be removed and disposed of immediately following the event. No confetti, glitter, rice, bird seed or fog or bubble machines are allowed inside the facility. Birdseed and bubbles can be used outdoors.
- Nothing can be adhered to the GPAC walls without prior permission from GPAC Management.
- No decorations can be strung from the light fixtures.
- If an outdoor sign is desired, please use a self-standing one. *Do not affix signs on trees, buildings, existing signs or any other Park property.* All signs must be removed at the end of the event.

## Clean-up and Trash Removal

- Breakdown and clean-up of event is the responsibility of the Licensee. All tables and chairs must be returned to their storage areas, and all spaces must be reset to their original state.

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- Licensee must complete a cleaning check-list with a staff member at the end of their event.
- Trash removal from tables is the responsibility of the Licensee during the rental period. GPAC staff will direct you to the exterior trash receptacles and will provide trash cans and liners.
- All clean-up must be complete by or before contract end time.

## Music

Volume levels must be kept to an appropriate level (as determined by GPAC staff). All music must be terminated one hour prior to contract end time when clean-up begins.

## Smoking

Smoking is prohibited in Garfield Park (indoors and outdoors throughout the park) per the City's smoke-free ordinance in all public parks. Smokers violating the ban would face fines. Please ensure that your guests are made aware of this.

## Parking

GPAC has one large parking lot available for clients with a total of 143 spaces. Parking is also available along Pagoda Drive to the west of the building.

## Damages

Licensee shall be liable for any and all damages and destruction to the leased premises and equipment during the period of this agreement. All rentals are subject to \$100-\$500 in damage fees, should any damages occur. Licensee further agrees to pay Indy Parks and Recreation the actual cost to repair, replace the damaged or destroyed property. Note: Damage deposits that were made with check or cash can only be refunded by an official city issued check. Damage deposits that were made with credit cards will be refunded by credit card only. Damages greater than the damage deposit will be billed to the Licensee, and the Licensee has 30 days to pay. If Licensee does not pay the billing will be sent to City Collections. This includes all artwork. Value of artwork is determined by the artist on a Loan Agreement that is signed prior to each exhibition installation. A list of all artworks on display and their values can be provided to you upon request with 72 hours' notice.

**Thank you for considering Indy Parks and Recreation and GPAC for your special event.**

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