

POLICIES & SERVICES

Customized Menus

We will be happy to help you design a menu to meet your needs.
Please call us to help you plan and fulfill all your requirements.

Cancellation Policies

Any event cancelled due to weather conditions, national emergencies or Act of God, the event will be scheduled the next available date that is open for rental.

All monies received are non-refundable.

Please Note

No nails, screw, push pins, duct tape, NOTHING ON WALLS

No confetti, sprinkles, string in a can or gum allowed on premises

No smoking or vaping in the Hall

Full Service Catering

\$25.00 per hour per Bartender/Waitstaff

Children are not permitted to get soft drinks from the bar.

Optional Rental Services

- ◆ Glass, china, silverware, skirts, linens, napkins, table runner, carpet runner, sashes, chafing dishes, tents, chair covers

Creative Hall Decorations

Indiana Wedding Decorators

Atmosphere's Indy

Emma's

Make checks payable to Hospitality & Event Management

Mail checks to 8028 S Emerson Ave, Ste R, Indianapolis, IN 46259

Full Name _____

Renters Signature _____ Date _____

Printed Name _____

Address _____

Email _____

Phone Number _____

Organization OR Company if applicable _____

The Grand Hall SIGN: _____ PRINT NAME: _____

Rates

Rates are based on these criterium— Day & dates of event
Type of event, How many guests are attending, Hours of the event
Areas needed, Scope of services

- ◆ Renter gets the hall day before for set up (if available) Time will be discussed during meeting.
- ◆ Day of Event Renter gets the Hall for set-up, band and DJ and any other vendors and for products brought to the Hall.
- ◆ Renter removes all decorations at the end of event and leaves nothing behind. Renter shall remove all personal property and other items that were not present in the venue when the renter took control of The Hall.
- ◆ Bar services will be discussed at meeting. You must use our Bartenders. A signed waiver is required for all renters who bring their own alcohol and food. Bar closes 1/2 hour before event ends.
- ◆ Some events require a security guard. 35.00 per hour
- ◆ Bands and DJ must stop 1/2 hour before event ends.
- ◆ A waiver is required for any alcohol, foods, beverages or other services brought in by any renter, renters, vendors, or caterers.

Cleaning: Client buses tables day of the event/place trash, bottles, etc. in trash cans in various areas of the Hall and takes trash to the dumpster. You must pick up all beer cans, bottles from all areas outside. The outside area surrounding the building under the awning areas and other outside area's, door area's will be left as found before event. (not the restrooms) Your outside caterer is responsible for following cleaning policies.

Renter/Renters' guests/Renters' Vendors will be held responsible for any damage to The Hall and or any property of the Hall. Renter/Renters will be charged any amounts deemed necessary to repair damages or replacements of any property associated with this policy. 300.00 damage deposit required. (see contract for details)

No drug use or drinking alcohol allowed in parking lot. No fire arms permitted in the Hall.

THE GRAND HALL AT WESTLAKE

www.thegrandhallvenue.net

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Email: thegrandhallwestlake@gmail.com

Phone: 317-863-3300—Fax: 317-884-1967

Thank you for choosing The Grand Hall At Westlake