



Conference Room Fees and Policies

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Conference Room Fees

<i>Room</i>	<i>Capacity*</i>	<i>Dimensions</i>	<i>Set-up Fee</i>	<i>Member Rental**</i>	<i>Non-member Rental**</i>
Boardroom	15pp	465 sq ft	\$25	\$100	\$125
Conference A	90pp	1874 sq ft	\$40	\$140	\$175
Conference B	40pp	1071 sq ft	\$40	\$120	\$150
Conference A&B	130pp	2945 sq ft	\$50	\$260	\$325

*varies according to room set up preferences

**for 3 hours. Additional time is \$35/hr

Conference Room Policies

-All food provided by *Courtside Catering*. No food or beverage may be brought onto the premises. No catered food or beverage may be taken off of premises due to Board of Health Regulations.

-Beer and Wine can be provided by *Courtside Catering*. There is a \$100 permit fee and 14 days notice is required. All state laws concerning consumption and serving of alcohol will be observed.

-Final menu selection is to be made 5 business days before event. A guaranteed count is required 3 business days before event. This count may – with caterers’ permission – be increased subsequently but not lowered. Your invoiced count will be the greater of guaranteed count or actual count.

-A cancellation given within 5 business days of event incurs a \$50 fee plus any costs incurred by caterer.

-In-house equipment is available on a first-come first-served basis.

-An 8% sales tax will be added to all food and beverage charges. Gratuity is not included and is at your discretion.

-Tax exempt number must be on file to use tax exempt privilege.

-Any room decorations must have prior approval.

-Westview campus is a smoke-free environment. Parking is free.