



Meeting Room Request Form

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

Room	Standard Rate*	Non-Profit 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

- Rooms billed at an hourly rate will have a two-hour minimum.
- All room rentals include a lectern and registration table at no additional cost based on availability. Please note if you would like either of these options.
- Additional tables and chairs will be billed at the following rates:
 - \$25 per 8-top table with chairs
 - \$15 per 8-foot rectangular table
 - \$15 per cocktail table
 - \$1.50 per additional chair
- The Damenverein and Max Kade are equipped with pocket doors. Please note if you would like these open or closed for your rental.

Setup Details					
Room:			Est. Attendance:		
Seating Style:	<input type="checkbox"/> Banquet	<input type="checkbox"/> Board	<input type="checkbox"/> Theatre	<input type="checkbox"/> Other	
Registration Table:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Lectern:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Tables & Chairs:					
TV Screen: (\$100 fee)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	PA System: (\$75 fee)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional A/V Needs:					
Bar Service: (\$100 fee)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Catering: (Add'l fees)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Food & Beverage Needs:					
Additional Needs or Requests:					

Printed Name: _____

Title: _____

Signature: _____

Date: _____

All Forms Should Be Returned to:

Francie Cohen
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 317-800-8767
 fcohen@athenaeumindy.org