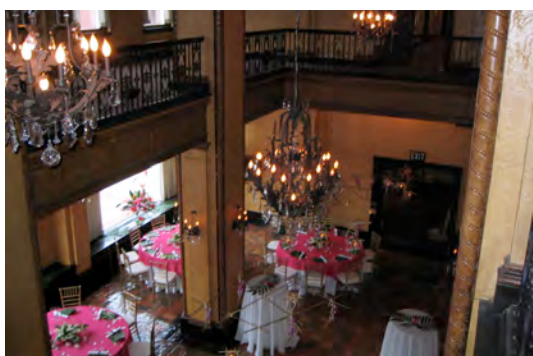


## *The Indiana Hotel Lobby*

The 1928 Indiana Hotel Lobby restored to Mediterranean grandeur is the ideal companion for your unforgettable event. The possibilities are endless – from elegant receptions for 150 guests to intimate salon gatherings, mixers, or dancing the night away – the Indiana Lobby will suit the atmosphere of your special event.

The Indiana Hotel Lobby will comfortably accommodate:

- ◆ Sit Down Buffets for up to 140 guests
- ◆ Plated Dinners for up to 150 guests
- ◆ Mixers (Cocktail set up) for up to 225 guests
  
- ◆ Unique wedding ceremonies for 100 guests or fewer (seated at tables or standing) are also possible.



The Embassy Special Events Coordinator will work with you to determine the floor plan that best suits your special event needs, providing you with an array of options. Customized floor plans provided by the Embassy Special Events Office will maximize the unique ambience of the Indiana Lobby, while providing comfortable space for your food and/or beverage service, dance floor, and DJ or live band.

## *The Embassy Theatre Lobby*

Accent your special event with the unmatched splendor of the 1928 restored Embassy Theatre Lobby. Providing the perfect backdrop for special events from grand wedding ceremonies to unforgettable receptions and parties – the Embassy Theatre Lobby offers the fairy tale setting for your special event.

The Embassy Theatre Lobby will comfortably accommodate:

- ◆ Sit Down Buffets for 170-180 guests
- ◆ Plated Dinners for 170-180 guests
- ◆ Mixer (Cocktail set up) for 250-275 guests
  
- ◆ Wedding Ceremonies for 230 guests



With ample space for your dance floor, live musicians and wedding ceremony accoutrements, social events at the Embassy Theatre Lobby are recognized for partnering the lobby's grand beauty with the Embassy's five-star customer service.

The Embassy Theatre Lobby is available for parties and receptions June through August. Wedding ceremonies may be available other months, please inquire for details.

## *Additional Space*

### *The Mezzanine Salon*

The Mezzanine Salon on the second level of the Indiana Hotel Lobby offers a private space perfect for business meetings, luncheons, or rehearsal dinners. In addition, the Mezzanine Salon is also an ideal space to enhance your Indiana Hotel Lobby rental for: additional seating, a children's room, or even a private salon setting.

The Mezzanine Salon will comfortably accommodate:

- ◆ Meetings for up to 30 guests
- ◆ Sit Down Buffets for up to 30 guests
- ◆ Plated Dinners for up to 30 guests

The Mezzanine Salon is available January through October.



### *The Hoosier Room*

The historic Hoosier Room in the lower level of the Indiana Hotel Lobby offers an intimate restored space that is ideal for business meetings, luncheons, performing arts rehearsals, business training sessions, or even rehearsal dinners.

The Hoosier Room will comfortably accommodate:

- ◆ Meetings for up to 40 guests
- ◆ Sit Down Buffets for up to 30 guests
- ◆ Plated Dinners for up to 30 guests
- ◆ Mixers for up to 40 guests

The Hoosier Room is available January through October.



## Catering Information

### *The Cast of Preferred Caterers.....*

The Embassy strives to provide you and your guests with a five-star atmosphere and customer service the day of your special event. The Embassy has partnered with several Preferred Caterers that have exhibited their commitments to these goals. From simple to elegant, each of these caterers will provide you with unique ideas, as well as an outstanding attention to customer service.

#### Catablu

2441 Broadway  
Fort Wayne, IN 46807  
260-456-6563

#### Club Soda

235 E. Superior St.  
Fort Wayne, IN 46802  
260-426-3442

#### The Oyster Bar

1830 S. Calhoun St.  
Fort Wayne, IN 46802  
260-490-6755

Please keep in mind the following guidelines for catering. All caterers must:

- Be approved by the Embassy & properly licensed, with a copy of the license on file with the Embassy.
- Contact the Embassy Special Events Office at least 72 hours prior to your event to discuss event times and event flow.
- Load-in and load-out only at the Harrison Street catering kitchen entrance, unless otherwise specified.
- Remove ALL trash generated from the event on the night of the event. (Trash receptacles are provided at the rear of the building, just off of Harrison Street.)
- Utilize propane stoves or grills generating smoke outside only.
- Keep all doors surrounding the catering kitchen closed and secured at all times.
- Load-out by the time specified in your contract.

**Note:** For all events in the Indiana Hotel Lobby, you will be assessed a fee for your caterer's use of the catering kitchen and its amenities, including ice machine, refrigerator, microwave oven, warming oven, etc. The dishwasher is not available for caterer use.

### *Alcohol.....*

In order to provide you and your guests with a safe atmosphere for your special event, please refer to the following guidelines if alcohol will be served:

- All alcoholic beverages must be served by a licensed bartender with a copy of their alcohol permit on file.
- A license to serve the alcohol on the Embassy premises must be obtained by your bartender, and a copy on file with the Embassy. (The Embassy does not have an alcohol permit for use during your event.)
- No alcoholic beverages may leave the premises under any circumstances.
- Embassy security and event staff, have the right to limit the amount of alcohol being consumed by you and your guests.
- Please Note: permits to serve alcohol and permits to have it on the premises are two separate permits. (Please contact State Excise or your caterer for details).

## *Additional Information*

### ***The Cast of Preferred Party Rental Companies.....***

Your party rental company can help you plan your special event down to the last details, with everything from fine linens and china to various sizes and styles of tables and chairs. The following have reputations for providing Embassy guests with a wide variety from which to choose.

#### ***A Party Apart***

200 E. Superior St.  
Fort Wayne, IN 46802  
260-969-0999

#### ***Bob Mutton Party Rental***

5530 Illinois Rd.  
Fort Wayne, IN 46804  
260-432-8636

### ***The Cast of Preferred Pianists.....***

The Embassy will gladly provide you with a list of Preferred Pianists upon your request. You will be responsible for scheduling and paying the pianist directly. The Embassy Theatre Lobby Yamaha Grand Piano may be played only by those pianists on the preferred list. The Indiana Hotel Lobby Packard Grand Piano may be played by the pianist of your choice.

### ***Vendor Information.....***

The Embassy Special Events office has additional references available to you. If you are in need of further vendor information, please feel free to ask your Event Coordinator for a list of additional vendors (DJ's, Musicians, Florists, Wedding Coordinators, etc.).

### ***Photography.....***

The Embassy Theatre Lobby and Indiana Hotel Lobby are available for pre-wedding, post-wedding, engagement, bridal, and family portraits. The following are required:

- Photo shoots must take place during normal business hours, 9 a.m. to 5 p.m., Monday through Friday.
- Photo shoots must be scheduled at least two weeks in advance, and are subject to availability.
- Fees: \$75.00 per hour.
- The stage and auditorium are not included.

### ***Parking.....***

Paid parking is available at the Civic Center Parking Garage off of Jefferson Blvd. and Calhoun St. (across from the Embassy). Your guests will have access to the Skybridge leading from the Grand Wayne Center and connecting to the Civic Center Parking Garage.

Free parking is available at all downtown metered parking spaces, and the Lincoln Financial Group employee parking lot (behind The Palace restaurant on Harrison St.) for evening and weekend events.

## *Building Regulations*

### ***Decorative Materials***.....

*\*\* (Please share this information with your florist and/or decorator)\*\**

The National Register of Historic Places recognizes the 1928 Embassy Theatre and Indiana Hotel Lobby. As such, special attention is required with regard to decorative materials for special events.

Candles: All candles must be enclosed in glass, with the flame not exceeding the height of the glass enclosure. (Note: Unity candles are excluded, but must be in a secured holder).

Hanging Items or Wall Art: Any items to be hung or suspended must be approved by the Embassy in advance of your event. No items may be secured to the walls using adhesive, tacks, etc.

Prohibited Decorative Materials: Please refer to contract paragraph #7 for a complete list of prohibited decorative materials including: crepe paper, glitter, bubbles, rice, cellophane, confetti, cotton, corn husks, live or dried evergreen boughs, sheaves of grain, streamers, straw, paper, vines, moss, coniferous foliage, or any other combustible materials.

Please ask the Embassy Special Events Coordinator if you have specific questions.

### ***Code Requirements***.....

- Due to the historic nature of the Embassy, this is a smoke-free facility. By City Ordinance, smoking is prohibited in front of the building.
- To protect the restored 1928 plaster and fixtures of the Embassy, all sound levels (including DJ's and live bands) must be kept below 95 decibels.
- By requirement of the Fire Marshall, any cords or cable must be secured to the floor with gaffer's tape.

### ***Security***.....

Embassy security is required for ALL Special Events taking place in the Embassy Theatre Lobby and/or Indiana Hotel Lobby. (A rental of both the Embassy Theatre Lobby and Indiana Hotel Lobby would require two (2) security personnel.)

Security personnel are scheduled by the Embassy and are uniformed officers of the Fort Wayne Police Department. Security must be scheduled in four-hour increments. It is at the Embassy's discretion to require more security personnel for your event.

## *Booking An Event*

### ***Room Availability***.....

The Indiana Hotel Lobby, Embassy Theatre Lobby, Hoosier Room, and Mezzanine Salon may be rented separately, or in any combination. The Embassy Theatre Lobby rentals are available only June through August; however, wedding ceremonies may take place throughout the year. Please inquire for details and to check into specific date availability.

### ***Room Rental***.....

All rental prices are for an eight (8)-hour maximum block of time, including set-up and tear down of your event. Additional hours will be assessed at an hourly rate.

The Embassy will place your event on hold for thirty (30) days with no obligations to you. You have first right of refusal during those thirty days. If another party is prepared to rent the room, the Embassy will contact you and you must decide at that time if you wish to proceed with your event and the contract process. After you have decided to use the Embassy, the Special Events Coordinator will draw up the contract. This is a legally binding document, and must be read carefully before signing. Once your contract has been signed and a deposit received, the room is guaranteed.

### ***Payment***.....

A deposit of fifty (50) percent of the room rental and all applicable taxed is due two weeks from the contract date. The balance of fees (i.e. room rental, rental equipment, security, etc.) will be due thirty (30) days prior to your event. All deposits are non-refundable and all charges must be paid in full prior to your event.

### ***Event Set-Up & Event Load-In/Load-Out***.....

*\*\* (Please share this information with your contracted special events companies, such as florist, D.J., etc.)\*\**

The Embassy will have set-up for your event completed by the move-in time defined in the contract. Load-in of rented items, or decorative materials must be scheduled with the Special Events Office at least 72 hours in advance of the delivery. Load-in and load-out of all rented items or decorative materials must take place through the Harrison Street catering kitchen door, unless otherwise specified. All items must be picked up by 12:00pm on the following business day, unless otherwise specified by the Embassy. Please refer to rental contract for a complete description of removal of property.

### ***Wedding Rehearsals***.....

When the Embassy is rented for a wedding ceremony, you will be permitted to a maximum of one (1) hour of rehearsal time prior to your ceremony. This 1-hour block of time is subject to availability. All rehearsals must be concluded by 6:30pm.

### ***Embassy Grande Marquee Rental***.....

The Embassy marquee is available only for events taking place in this facility. Your Special Event message will run in rotation with the other events in the building, on the side facing Jefferson Blvd, unless otherwise requested. Fantastic photo opportunity--your personal message in lights on the Embassy Grande Marquee!

**2006 & 2007 Special Event Pricing**

	<u>2006</u>	<u>2007</u>
Embassy Theatre Lobby.....		
\$1,275.00 / \$1,300.00		
Indiana Hotel Lobby.....		
\$875.00 / \$900.00		
Mezzanine Salon.....		
\$80.00 / \$85.00		
Hoosier Room.....		
\$80.00 / \$85.00		

\*\*All room rentals are subject to 6% Sales Tax\*\*

Standard Eight (8)-Hour Rental Includes: Insurance, Cleaning & Set up charges, and [Six-72" round tables, 60 black ballroom chairs, & two-6' buffet tables—(plated dinner or buffet set up)] OR [10 cocktail/bistro tables, & 40 black ballroom chairs (mixer set up)].

Please Note: Theatre Lobby rentals do not include the Auditorium and/or Stage. These areas will be secured at all times.

**Holiday Rental Pricing**

The Indiana Hotel Lobby is available on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Christmas Eve. (Christmas Day, Easter, & Hanukah are not available).

	<u>2006</u>	<u>2007</u>
Holiday Pricing—Indiana Hotel Lobby.....		
\$1,255.00 / \$1,280.00		
(Includes a \$200.00 staffing gratuity)		

**Additional Hourly Rental**

Indiana Hotel Lobby.....	
\$175.00 per hour	
Embassy Theatre Lobby.....	\$200.00 per hour

*Wedding Rehearsals*

1-Hour Wedding Rehearsal (see guideline details)..... \$50.00 /  
\$55.00

*Embassy Grand Marquee*

Marquee Rental (2-hour block).....  
\$50.00 / \$55.00

*Security*

Uniformed FWPD Officer, (per hour).....  
\$25.00 / \$25.00  
[Four-Hour Minimum]

## *Equipment Rental Pricing*

<u>Tables and Chairs</u>	<u>2006</u>	<u>2007</u>
72" Round Table, Seats 10, (15).....	\$6.25 /	\$6.50
8' Buffet Table, Seats 8, (12).....	\$4.25 /	\$4.50
6' Buffet Table, Seats 6, (16).....	\$3.25 /	\$3.50
27" Round Cocktail/Bistro Table, Bistro Seats 4, (12).....	\$6.25 /	\$6.50
24" Square Cocktail/Bistro Table, Bistro Seats 4, (8).....	\$6.25 /	\$6.50
Black Padded Ballroom Chair, (150).....	\$1.25 /	\$1.50
Cherry Wood Chair, (20).....	\$5.25 /	\$5.50
Oak Wood Chair, (10).....	\$5.25 /	\$5.50
Salon Grouping—Sofa, 2 Overstuffed Chairs, 2 End Tables w/ Lamps, (2).....	\$80.00 /	\$85.00
Rolling Buffet Stands (7, various sizes).....	\$10.50 /	\$11.00
Round Glass Top Table (1).....	\$7.25 /	\$7.50
41" Round Wooden Table (1).....	\$5.25 /	\$5.50
Hotel Lobby Marble High Boy Table (1).....		\$Complimentary
Hotel Lobby Marble Desk (1).....		\$Complimentary

( ) = Quantity the Embassy has available for rent.

<u>Music &amp; Sound Equipment</u>	<u>2006</u>	<u>2007</u>
CD Sound System (5-Disc)—Indiana Hotel Lobby.....	\$52.00 /	\$55.00
Microphone (not wireless)—Indiana Hotel Lobby.....	\$10.50 /	\$12.00
Yamaha Grand Piano (includes tuning)—Theatre Lobby.....	\$130.00 /	\$150.00
Packard Grand Piano (includes tuning)—Hotel Lobby.....	\$105.00 /	\$110.00

*Décor*

Pipe and Drape, Gold (1) .....		
\$10.50 / \$11.00		
12" Mirrors (19) [rented per dozen].....	\$5.25 /	
\$5.50		
12" Hurricane Globes (48) [rented per dozen].....	\$5.25 /	
\$5.50		
Votive/Tea Light Holders (24+) [with candles].....	\$5.25 /	\$5.50
Tall Easels (6) [Three styles available].....	\$5.25 /	
\$5.50		
Brushed Brass Table Top Easels (4).....	\$3.25 /	
\$3.50		

*Miscellaneous Equipment*

Podium		
(1) .....		
\$15.50 / \$16.00		
Table Top Podium [with speaker & microphone].....	\$25.50 /	
\$26.00		
Single-Tap Beer Dispenser, [carbon dioxide included].....	\$52.00 /	
\$55.00		
Indiana Hotel Lobby Catering Kitchen.....	\$105.00 /	
\$110.00		