

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
(seated chapel style) are also possible



Embassy Theatre Lobby

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.

The Indiana Hotel Lobby and The Indiana Corridor

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 Corridor on the third level is the perfect space for an intimate wedding ceremony, in conjunction with the wedding reception in the Indiana Hotel Lobby.

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 up to 100 guests (seated on both levels, in the round) are also possible



Indiana Hotel Lobby

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 Hotel Lobby and the Indiana Corridor, while providing comfortable space for your food and/or beverage service, dance floor, and DJ or live band.

Please Note: the Indiana Corridor is only available for wedding ceremonies in conjunction with the rental of the Indiana Hotel Lobby.



Indiana Corridor

Additional Space

The Mezzanine Salon

The Mezzanine Salon on the second level of the Indiana Hotel Lobby offers a private space perfect for weekday business meetings and/or luncheons. 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



Mezzanine Salon

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 weekday business meetings, luncheons, performing arts rehearsals, or even business training sessions.

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



Hoosier Room

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.

<u><i>Catabu</i></u>	<u><i>Club Soda</i></u>	<u><i>The Oyster Bar</i></u>
6372 W. Jefferson Blvd. Fort Wayne, IN 46804 260.456.6563	235 E. Superior St. Fort Wayne, IN 46802 260.426.3442	1830 S. Calhoun St. Fort Wayne, IN 46802 260.744.9490

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. Please inquire for an extended approved catering list.
- 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 and/or prep area in the Theatre Lobby 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. Typically, the caterer will also provide bartending services.
- 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.

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

All Occasion Party Rentals

4630 Speedway Drive
Fort Wayne, IN 46825
260.484.3964

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.

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, Photographers, 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:

- Fees: \$100.00 per hour during normal business hours, 9 a.m. to 5 p.m., Monday through Friday.
\$200.00 per hour if scheduled after 5 p.m. and on the weekends.
- Photo shoots must be scheduled at least two weeks in advance and are subject to availability.
- 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. Paid parking is also available at the Harrison Square Parking Garage located off of Harrison St. next to the Courtyard by Marriott hotel.

Free parking is available at all downtown metered parking spaces for evening and weekend events. For detailed parking information, please check the Fort Wayne Convention and Visitor's Bureau website www.visitfortwayne.com. For a detailed parking map, please go to <http://www.visitfortwayne.com/data/DowntownParkingMap.pdf>.

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. Typically security is required from the time your guests arrive until the completion of your load-out.

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 typically available late May through early September; however, there is a possibility that wedding ceremonies may take place at other times throughout the year. The Indiana Corridor is available only for wedding ceremonies and must be rented in conjunction with the Indiana Hotel Lobby. 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. If needed, 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 contracting 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 taxes 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 removed from the premises by contracted load-out time, 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 Jefferson Blvd. and Calhoun St. sides. This is a fantastic photo opportunity—your personal message in lights on the Embassy Grande Marquee!

Equipment Rental Pricing

Tables and Chairs

	<u>2011</u>	<u>2012</u>
72" Round Table, Seats 10, (19).....	\$7.25 /	\$7.40
60" Round Table, Seats 8, (4).....	\$6.75 /	\$6.80
48" Round Tables, Seats 6, (9).....	\$6.25 /	\$6.25
27" Round Cocktail/Bistro Table, Bistro Seats 4, (22).....	\$7.25 /	\$7.40
24" Square Cocktail/Bistro Table, Bistro Seats 4, (8).....	\$7.25 /	\$7.40
Serpentine Tables (4)	\$8.00 /	\$8.20
4' Buffet Table [school house] (4).....	\$4.25 /	\$4.50
6' Buffet Table, Seats 6, (24).....	\$4.25 /	\$4.50
8' Buffet Table, Seats 8, (21).....	\$5.25 /	\$5.40
58" Round Glass Top Table,(1).....	\$8.50 /	\$8.50
41 1/2" Round Wooden Table (1).....	\$ Complimentary	
Hotel Lobby Marble High Boy Table (1).....	\$ Complimentary	
Hotel Lobby Marble Desk (1).....	\$ Complimentary	
Rolling Buffet Stands (6, various sizes).....	\$11.40 /	\$11.40
Black Padded Ballroom Chair, (350).....	\$2.15 /	\$2.20
Salon Grouping—Sofa, 2 Overstuffed Chairs, 2 End Tables w/ Lamps, (2).....	\$85.00 /	\$85.00

() = Quantity the Embassy has available for rent.

Music & Sound Equipment

	<u>2011</u>	<u>2012</u>
CD Sound System (5-Disc)—Indiana Hotel Lobby.....	\$58.50 /	\$58.50
Microphone (not wireless)—Indiana Hotel Lobby.....	\$12.25 /	\$12.25
Yamaha Grand Piano (includes tuning)—Theatre Lobby.....	\$150.00 /	\$150.00
Packard Grand Piano (includes tuning)—Hotel Lobby.....	\$110.00 /	\$110.00

Décor

Pipe and Drape, Gold (1).....	\$11.00 /	\$11.00
Votive/Tea Light Holders (20+) [with candles] [rented per dozen]	\$6.25 /	\$6.25
Tall Easels (4).....	\$6.25 /	\$6.25
Small Table Top Easels (4).....	\$4.25 /	\$4.25

Miscellaneous Equipment

Podium (1).....	\$18.00 /	\$18.00
Single-Tap Beer Dispenser, [carbon dioxide included].....	\$55.00 /	\$55.00
Indiana Hotel Lobby Catering Kitchen.....	\$110.00 /	\$110.00

2011 & 2012 Special Event Pricing

	<u>2011</u>	<u>2012</u>
Embassy Theatre Lobby.....	\$1,350.00 /	\$1,375.00
Indiana Hotel Lobby.....	\$930.00 /	\$950.00
Mezzanine Salon/Board Room.....	\$95.00 /	\$95.00
Hoosier Room.....	\$95.00 /	\$95.00
Indiana Corridor.....	\$100.00 /	\$100.00

(only available for wedding ceremonies in conjunction with the rental of the Indiana Hotel Lobby)

All room rentals are subject to 7% Sales Tax

Standard Eight (8)-Hour Rental of the Embassy Theatre Lobby or Indiana Hotel Lobby
Includes: Insurance, Cleaning & Set up charges, event staffing 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)] OR [90 ballroom chairs (ceremony set up)].

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

Holiday Rental Pricing

The Indiana Hotel Lobby and Embassy Theatre Lobby are 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>2011</u>	<u>2012</u>
Holiday Pricing—Indiana Hotel Lobby	\$1,310.00 /	\$1,330.00
Holiday Pricing—Embassy Theatre Lobby.....	\$1,900.00 /	\$1,925.00

(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).....	\$60.00 / \$60.00
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Embassy Grand Marquee

Marquee Rental (2-hour block).....	\$106.00 / \$106.00
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Security

Uniformed FWPD Officer, [per hour (four-hour minimum)].....	\$25.00 / \$25.00
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