

## POLICIES AND PROCEDURES

To maintain the integrity of the Indiana Roof Ballroom, we require that all patrons adhere to the following policies and procedures.

### SET-UP REQUIREMENTS

- The facility will be available for set-up prior to your event. Available set-up times, including load-in/load-out, vary according to the facility schedule. Additional rental fees or charges may apply. Please contact your event manager to arrange access.
- Management must approve the delivery of materials prior to your event date.
- Specialty linens, chairs and china must be obtained through one of our *exclusive vendors*. We will handle all arrangements for the specialty equipment and oversee the delivery and return of the equipment.

### DÉCOR (FLOWERS, DECORATIONS, PROPS AND BANNERS)

- All decorations, props and additional event-related paraphernalia must be removed immediately following your event, unless otherwise approved by the event manager. Materials left in the Ballroom without a previous notification of pick-up time will be disposed of upon conclusion of the event.
- Trash removal fees may apply for materials brought in and left for the Ballroom staff to dispose of.
- Existing décor, including bar and room centerpieces, holiday items, etc. may not be modified or removed.
- Prohibited décor includes helium balloons, confetti, glitter and open flames (candles must be housed in a container that protects the flame).
- Due to limited space, we anticipate that there will be minimal assembly of floral arrangements and props conducted in the facility. All vendors are responsible for the cleanup of any disorder they may create. Clients will be responsible for additional labor charges occurred in the event of additional cleanup on the part of the Ballroom staff. Charges will be included on the post-event invoice.
- Adhering items to the walls, or altering curtains or tiebacks is prohibited. Curtains surrounding the Ballroom floor cannot be closed for any reason, due to safety regulations.

### LOADING AND UNLOADING

- There is no dock or freight elevator available for deliveries. Delivery of props, floral, band equipment, etc. may be done via the 7<sup>th</sup> floor of the Embassy Suites/Court Street Garage. Clearance to the garage is 6'8". The Washington Street entrance/elevators may be used for load-in only with prior approval. Elevator dimensions are 83x67 and the elevator door is 55x83.
- The Embassy Suites/Court Street garage is a paid parking structure. If your delivery time is under 30 minutes, we may sign your ticket for no exit charge, however, if your deliver exceeds 30 minutes you will need to plan on being subject to normal parking rates. We may assist you with making prior arrangement with the garage if you have a large load-in. Please contact your Event Manager with questions.
- If you have activity that requires secure parking in or around the Indiana Roof Ballroom, or if you wish to display products on the sidewalk in front of the building, you will need to obtain a Right of Way Permit from the Department of Code Enforcement at (317) 327-4316. The fees for permits will vary according to space and the length of time that you request. Please contact our office if you need assistance in obtaining the permits or if you have additional questions.

### DAMAGE TO BALLROOM PROPERTY

- Clients of the Indiana Roof Ballroom are responsible for any damages caused by guests or vendors during set-up, teardown and/or during the event, which includes all interior finishes, floors, fixtures, curtains and furniture. Also included are audio, visual and lighting equipment. Notification of damages will be made promptly after the event. Damage and/or replacement charges may be included on the post-event invoices.

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ FOR: \_\_\_\_\_ NAME OF EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ FOR: *Ballroom Holdings, LLC*