



## *Winds of Wanamaker*

**Banquet Facility & Reception Hall  
8615 Southeastern Avenue Suites C & D  
Indianapolis, IN 46239  
(317) 937-8211**

### **“General Policies”**

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- Most wedding receptions (using both suites) last four (4) hours, however, you may rent the facility for as long as you wish, based on an hourly rate. You will receive \_\_\_\_\_ before and \_\_\_\_\_ after to set up and tear down. Signage will be provided to direct your guests upstairs upon your request. If you need more time before or after your event, extra time may be added to your paid hours.
- There is a \$75 clean up fee and security deposit. Please follow the Clean Up Instructions given on the day of your event. This is paid using a separate check. If the condition of the room is left as it was when you found it, this check will be returned to you.
- The Fansler Room (Suite C) holds up to 50 and rents for \$65 per hour.
- Flagle Hall (Suite D) holds up to 80 and rents for \$85 per hour.
- If you choose to rent the entire banquet hall it is \$150 per hour. When an event is held for longer than two hours, the price of the entire banquet hall is reduced to \$140.
- Window seating is also available; total capacity is 289 people. Tables and chairs are provided at no extra cost. Up to 140 chairs are available for seating.
- I can provide table linens or you can. We use high-quality linens that rent for \$8 per table. There are a total of 20 tables (including buffet tables).
- You can provide your own centerpieces, however, open flames are not allowed. No confetti please. Please see me if you are interested in the centerpieces we have available. There are three different price lines that are priced at about half what it will typically cost to do an arrangement on your own.
- **No alcoholic beverages** are permitted on or around the premises.
- **No smoking** is permitted in the building.
- The décor in both rooms is to remain the same. This includes the curtains, furniture, seasonal decorations, pictures, decorative art and mirrors on the walls, lamps, etc. If anything needs to be removed or moved to better serve your event needs, please discuss this prior to signing. The schoolhouse lights in each room are to remain untouched (i.e. do not hang any streamers from them) as they are authentic and possibly irreplaceable.

- You may use my caterers or bring your own food. For your convenience, we can provide a refrigerator with a top freezer, a microwave and for an extra charge, disposable chaffing dishes that keep food warm during your event.
- Children should always be supervised; no running up and down the stairs or causing damage to the banquet halls, building, or the outside property. Any soda cans and trash should be removed from the parking lot.
- Parking is provided at the front, side and back of the building. Additional parking is also available across the street at Dalton’s Collision Center.
- **Cancellation Policy:** 25% of the total banquet bill will be due at the time of booking. The remainder is due 30 days prior to your event. To cancel without a penalty, please give 60 days notice (prior to the event). Your deposit will be retained, however, the remainder of your payment will be returned to you.

If you have any other questions, don't hesitate to call me!

Michelle Massey, Owner  
 Phone: (317) 937-8211

By signing below, I agree to respect and adhere to the “General Policies” of Winds of Wanamaker Banquet Hall.

\_\_\_\_\_

Renter(s)

\_\_\_\_\_

Date

\_\_\_\_\_

Michelle Massey, Owner Winds of Wanamaker

\_\_\_\_\_

Date