

# Fountain Square Theatre

1111 Prospect Street Indianapolis, In 46203  
317.686.6010 ext 2 for appointment or info

[www.FountainSquareIndy.com](http://www.FountainSquareIndy.com)  
[info@fountainsquareindy.com](mailto:info@fountainsquareindy.com)

## Special Events Pricing & Policies

The Fountain Square Theatre can accommodate 150 - 350 guests for dinner based on your choice of dinner service, dance floor space, or specials needs for your event. Larger groups can be accommodated for a cocktail reception or theatre type event.

### Saturday & Holiday Rental:

**Theatre & Mezzanine - \$2000.00**

### Sunday - Friday Rental:

**Theatre & Mezzanine - \$1500.00**

The Theatre, Mezzanine and Balcony can accommodate 150 - 350 guests for dinner based on your choice of dinner service, dance floor space, or specials needs for your event. Larger groups can be accommodated for a cocktail reception or theatre type event. Because the Theatre is best suited for groups of 150 or more, a minimum food & beverage guarantee is required for selected dates during the year:

- Saturday, April - December or any Holiday Rental: \$7,500.00\* (inclusive) food and beverage
- Second or fourth Friday Rental, Any Month of the year: \$7,500.00\* (inclusive) food and beverage
- Sunday or first, third or fifth Friday Rental, April - December: \$5,000.00\* (inclusive) food and beverage
- A \$2000.00 non refundable event deposit is required to secure any Theatre rental date on a weekend or for a weekday event starting after 3:00pm. The event deposit will be applied to the final event billing for any room rental, equipment rental, food, beverage or services, provided in house, by the Fountain Square Theatre. Rentals or services from outside vendors are not included toward the event deposit.

\*The minimum contract guarantee for food and beverage items includes service charges and sales tax on those food and beverage items only. Room rental fees, rental items or other services charged for in house are not included in the minimum guarantee total.

### The base rental fee for the Theatre includes:

- Four (4) hours of event time, two (2) hours of delivery/setup time prior to the start of your contracted event time, and one (1) hour of teardown/load out time at the conclusion of your event. Additional set up time, event time, load out time can be purchased based on your event needs.
- 5' round dinner tables with choice of white, ivory or black table linen and napkins. Chairs for 8-10 guests seated at each table with one 16" round mirror and 3 clear votives with tea lights per dinner table (providing a base for centerpieces). Up to four (4) Skirted Tables.
- Bar set up on Main Level and Bar staff.
- Use of the Prospect Street Marquee for the day of your event, Poster Box Displays at the Theatre entrance, and Basic House Sound & Lights.
- A representative of Fountain Square to oversee room set up and supervise food and beverage staff; any additional event coordination requests may incur additional fees.

**Fountain Square Theatre provides food & beverage service by our Chef & catering staff. No outside catering of food or beverages is allowed, with the exception of wedding cake, which must be provided by a licensed bakery.**

- Buffet dinner menus with service staff begin at \$24 per guest plus tax & service charge.
- Plated Dinner menus with service staff begin at \$26 per guest plus tax & service charge.
- Alcoholic beverage packages begin at \$14 per guest (non alcoholic, \$5 per guest) plus tax & service charge
- A per guest fee will be charged to cut and/or serve your wedding cake or cupcakes, which must be provided by a licensed Baker.



[Nathaniel Edmunds Photography](#)



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[Stacy Newgent Photo](#)

Due to the number of requests for information we receive, if you would like to have additional pricing information please contact the **Sales & Events** office Monday – Friday between 10:00am - 4:00pm at 317-686-6010 ext 2 to schedule an appointment to tour the facility and receive our complete packet. Any questions you may have about pricing, menus, rental items and policies can be addressed at the time of your appointment. Tours can be accommodated during business hours, in the early evenings and on Saturday's provided there is no conflict with an event already scheduled in the Theatre space. We look forward to hearing from you soon. [Fountain Square Theatre](#)