



LH

CLASSIC ELEGANCE ON A GRAND SCALE



LH LAUREL HALL and The Ruth Lilly Conference Center

endless possibilities



Built in 1916 by Stoughton A. Fletcher, Laurel Hall has served as a residence, a girls' school, a clubhouse and the headquarters of a public policy organization. Today, Laurel Hall is owned and operated by the Phi Kappa Psi Foundation ("Foundation"), an organization helping to provide excellence in education to America's undergraduates. As caretakers of this landmark, the Foundation is committed to preserving and restoring the grandeur of Laurel Hall while offering the facility's assets like the Ruth Lilly Conference Center to members of the Indianapolis community.

Laurel Hall is the perfect place for your wedding and/or reception, company retreat or picnic, family reunion or any occasion that deserves the style and class of an American classic. Laurel Hall features period antiques, richly-colored stained glass windows, oriental rugs, ornate mantelpieces and impressive architectural features. The mansion's interior has been carefully restored to reflect the splendor of the past. From custom-designed inlaid floors to rare wood paneling, it is clear why Laurel Hall is often referred to as an "American castle." With over six acres of grounds and 36,000 square feet indoors, your guests will marvel at every turn.

Laurel Hall offers the necessary amenities for the perfect corporate function while also accommodating brides and grooms looking for a unique venue to host their ceremony and/or reception. With one-of-a-kind spaces, Laurel Hall offers a wide variety of packages that will create the perfect backdrop for your special occasion. Your reception will be remembered by all after dining and dancing beneath a 250 year-old chandelier, strolling past the waterfall and terrace fountains, and descending the walnut grand staircase. Whether you are looking for an outdoor wedding or a small chapel, we have the perfect space for your service. These spaces also perfectly accommodate formal business meetings or simple corporate retreats. The conference center offers excellent accommodations for presentations, seminars and meetings. While you focus on your agenda, meals can be prepared for service in either the dining room or solarium. Princely oriental rugs, hand-carved fireplaces and decorative ceilings which combine history, beauty and character will complement your event all while within the framework of helpful modern conveniences including audiovisual equipment and WiFi access.

GENERAL INFORMATION

As an educational foundation we only offer space for rent and do not contract to provide or arrange staffing or services. Events must be organized and overseen by approved independent caterers and/or event planners. Therefore, the Phi Psi Foundation cannot assume responsibility for any feature or function of any event that is not related specifically to the building or grounds.

The information contained herein is provided to guide you as you plan your event and includes facility rental pricing and policies as well as a list of our approved caterers. Events may not be scheduled past midnight. **When renting Laurel Hall your event space will be clean and ready for your arrival.** All other responsibilities are those of your caterer and/or event planner. **For more information on Laurel Hall including availability and terms of the rental agreement please contact our staff.**

beauty

LAUREL HALL and The Ruth Lilly Conference Center

Approved caterers

Approved caterers can arrange for servers, alcohol service, equipment rentals, reception food needs and recommend vendors for other services you may need. Caterers are approved based on their ability to coordinate these services, their familiarity with the facility and because they are licensed, bonded and insured. Approved caterers include Hoaglin Fine Catering, Jacques Gourmet Catering, Thomas Caters of Distinction, MBP Distinctive Catering, Ritz Charles and Mills Catering. Caterers not on the approved list ("Guest Caterers") can operate in the facility by executing a catering agreement and for an additional fee as outlined in the rental prices and fees section.

Hoaglin Fine Catering

317.920.7776

The Stutz Business Center
217 W. 10th Street; Suite 100
Indianapolis, IN 46204

www.americanpiecatering.com
www.hoaglinfinecatering.com

Jacques Gourmet Catering

317.875.5227

9840 North Michigan Road
Carmel, IN 46032

www.jacquiesgourmetcatering.com

Thomas Caters of Distinction

317.542.8333

4440 North Keystone Avenue
Indianapolis, IN 46205
www.thomascaterers.com

MBP Distinctive Catering

317.636.4444

2502 East 52nd Street
Indianapolis, IN 46205
www.mbpatering.com

Mills Catering

317.254.0705

2828 E. 55th Place
Indianapolis, IN 46220
www.millscatering.com

Ritz Charles

317.846.9158

12156 North Meridian Street
Carmel, IN 46032
www.ritzcharles.com





LH LAUREL HALL and The Ruth Lilly Conference Center

Rental prices and fees *

Only one function will be scheduled per day unless otherwise disclosed. Rental prices and fees are based upon event type, rental day, rental period and occupancy. Non-profit organizations receive a 50% discount off of all rental rates. The discount does not apply to the additional fees.

WEEKDAY

Weekday event pricing applies to events scheduled Monday through Thursday. Facility rental includes specified number of hours of event time and one (1) hour prior to event for setup and one (1) hour after for cleanup.

Event Package

Includes use of the Formal Dining Room, Grand Lobby, Presidential Suite, Ruth Lilly Conference Center, Chapel, Kitchen, Solarium, Terrace, Grounds, Executive Boardroom and Restrooms.

4 Hours: \$1,250.00

8 Hours: \$1,800.00

Ruth Lilly Conference Center

Includes use of the Ruth Lilly Conference Center, Kitchen, Grand Lobby and Restrooms.

4 Hours: \$500.00

8 Hours: \$750.00

Executive Board Room

Includes use of the Executive Board Room, Kitchen, Grand Lobby and Restrooms.

4 Hours: \$200.00

8 Hours: \$300.00

Formal Dining Room

Includes use of the Formal Dining Room, Kitchen, Grand Lobby and Restrooms.

4 Hours: \$300.00

8 Hours: \$500.00

Solarium

Includes use of the Solarium, Kitchen, Grand Lobby and Restrooms.

4 Hours: \$300.00

8 Hours: \$500.00

Terrace and Grounds

Includes use of the Terrace, Grounds, Kitchen, Grand Lobby and Restrooms.

4 Hours: \$300.00

8 Hours: \$500.00

Chapel

Includes use of the Chapel, Grand Lobby and Restrooms.

4 Hours: \$300.00

8 Hours: \$500.00

Additional Fees

Setup/Cleanup Time: \$75.00 per hour up to two additional hours or part thereof

Interior/Exterior Janitorial Cleanup: \$60.00 per hour up to two additional hours or part thereof

Guest Catering: \$500.00 plus 20% of food and beverage portion of final catering invoice

*All rates subject to change without prior notice and subject to terms and conditions contained in the agreement for rental of space. Effective November 1, 2013 – December 31, 2015



LH LAUREL HALL and The Ruth Lilly Conference Center

Rental prices and fees *

WEEKEND

Weekend event pricing applies to events scheduled Friday through Sunday. Facility rental includes a six (6) hour event period, a two (2) hour period prior to the event for setup and a one (1) hour period after the event for cleanup as well as additional setup and pick up times including a three (3) hour period for setup on Thursday if the event is scheduled for Friday or a three (3) hour period on Friday if the event is scheduled for Saturday or Sunday.

Event Package

Includes use of the Formal Dining Room, Grand Lobby, Presidential Suite, Ruth Lilly Conference Center, Chapel, Kitchen, Solarium, Terrace, Grounds, Executive Boardroom and Restrooms.

Peak Season Pricing (May thru October)

Less than 100 Guests: \$4,500.00

Up to 150 Guests: \$4,750.00

Over 150 Guests: \$5,250.00

Off Peak Pricing (November thru April)

Less than 100 Guests: \$4,000.00

Up to 150 Guests: \$4,250.00

Over 150 Guests: \$4,750.00

Additional Fees

Event Time: \$350.00 per hour up to two additional hours or part thereof

Setup/Cleanup Time: \$250.00 per hour up to three additional hours or part thereof

Interior/Exterior Janitorial Cleanup: \$60.00 per hour up to two additional hours or part thereof

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Rental prices and fees *

WEEKDAY WEDDING CEREMONY AND/OR RECEPTION

Weekday wedding ceremony and/or reception pricing applies to events scheduled Monday through Thursday. Facility rental includes a six (6) hour event period and a two (2) hour period prior to the event for setup and a one (1) hour period after for cleanup.

Event Package

Includes use of the Formal Dining Room, Grand Lobby, Ruth Lilly Conference Center, Chapel, Kitchen, Solarium, Terrace, Grounds, Bride/Groom Ready Rooms (Presidential Suite/Executive Boardroom) and Restrooms.

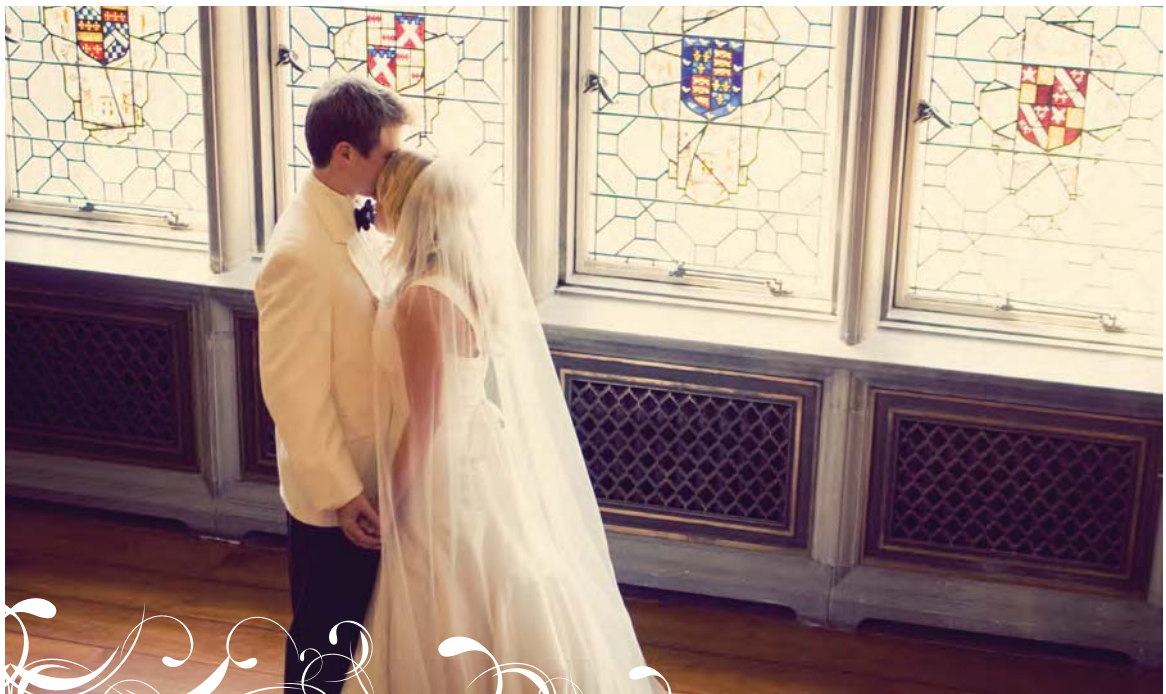
6 Hours: \$2,500.00

Additional Fees

Setup/Cleanup Time: \$250.00 per hour up to two additional hours or part thereof

Interior/Exterior Janitorial Cleanup: \$60.00 per hour up to two additional hours or part thereof

Guest Catering: \$500.00 plus 20% of food and beverage portion of final catering invoice



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*Rental prices and fees **

WEEKEND WEDDING CEREMONY ONLY

Weekend wedding ceremony pricing applies to ceremonies scheduled Friday through Sunday. Facility rental includes a one (1) hour event period, a two (2) hour period prior to the event for setup and a one (1) hour period after the event for cleanup.

Event Package

Includes use of the Terrace, Grounds,
Grand Lobby and Restrooms.
\$2,000.00

Chapel

Includes use of the Chapel,
Grand Lobby and Restrooms.
\$2,000.00

Additional Fees

Event Time: \$350.00 per hour up to two additional hours or part thereof

Setup/Cleanup Time: \$250.00 per hour up to three additional hours or part thereof

Interior/Exterior Janitorial Cleanup: \$60.00 per hour up to two additional hours or part thereof



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LAUREL HALL and The Ruth Lilly Conference Center

Rental prices and fees *

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Off Peak Pricing (November thru April)

Less than 100 Guests: \$4,000.00

Up to 150 Guests: \$4,250.00

Over 150 Guests: \$4,750.00

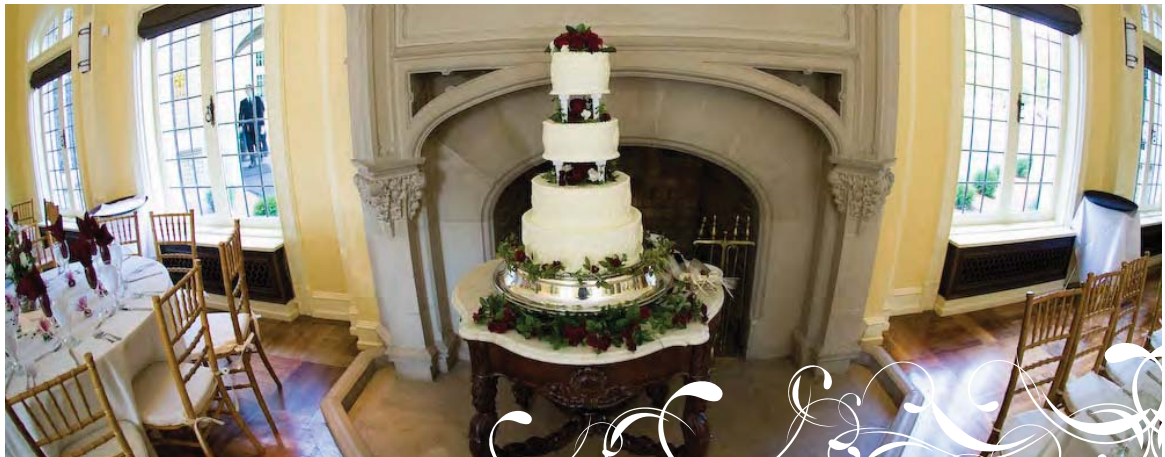
Additional Fees

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Setup/Cleanup Time: \$250.00 per hour up to three additional hours or part thereof

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LAUREL HALL and The Ruth Lilly Conference Center

Laurel Hall furnishings/equipment

INVENTORY

The following furnishings/equipment is included in the rental of space. Please note that although these items are available, event host is responsible for the setup and return of all equipment.

Item	Quantity
60" Round Catering Tables	20
Natural Wood Chaivari Chairs	200 ¹
72" Half-Round Catering Tables	2
60" x 30" Conference Tables	24
72" x 36" Catering Tables	10
Formal Dining Chairs	50
Solarium Chairs	44
White Wooden Chairs	200 ²
Conference Center Chairs	89
Handheld Microphone	1 ³
Ivory Chair Cushions	200 ¹



¹Must have cushions to use chaivari chairs. If Laurel Hall's Ivory cushions are used, a non-refundable \$150 cleaning fee will be charged. Other colors and styles may be rented from outside rental vendors. ²White Wooden Chairs can only be used in the Chapel. ³Microphone is only available in the Conference Center.

LH LAUREL HALL and The Ruth Lilly Conference Center

Laurel Hall Furnishings/equipment

MEASUREMENTS

In order to assist in the planning process noted below please find measurements for several of the most commonly used furniture/fixtures throughout the building.

Circular Lobby Table

35 1/2" - length
21 1/2" - width
33 1/2" - height

Rectangular Lobby Table

96" - length
44" - width
31" - height

Conference Center Cabinets

84" - length
24" - width
36" - height

Chapel Table

16" - width
62 1/2" - length
30" - height

Boardroom Table

45" - width
15' 8 1/2" - length

Chapel Aisle

55' - length

Chapel Arch

99" - height, each side
120" - arch

Chapel Window

101" - width
68" - height

Fireplace Mantels

Boardroom: 87" length 7" width
Conference Center: 111 1/2" length 16 1/4" width
Lobby: 100" length 10" width
Dining Room: 87 3/4" length 12 1/4" width
Solarium: 82 1/4" length 9 3/4" width

Chapel

37' x 50'
7' x 7' nook





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Laurel Hall Furnishings/equipment

APPROXIMATE ROOM CAPACITY

Noted below are suggested room capacities. These are provided as a general guide. Final layout and room capacities should be determined with the assistance of one of the facility's approved caterers.

Conference Center

Served: 150 (rounds),
140 (round/square combination)

Buffet: 160 (rounds)

Formal Dining Room

Served: 50 (rounds), 40 (squares)

Buffet: 40 (rounds with buffet setup in room)

Solarium

Served: 60 (rounds)

Buffet: 50 (rounds with buffet setup in room)



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Laurel Hall Furnishings/equipment

ELECTRICAL SPECIFICATIONS

The following electrical specifications are provided to assist in the preparation of areas for vendors such as bands and DJs.

Conference Center (Basement Panel – B2)

20 AMPS: Circuits 6, 8, 24 (3 floor outlets),
32 and 34

Lobby

15 AMPS: Circuits 3 and 19

Formal Dining Room (First Floor Panel – B3)

20 AMPS: Circuits 29 (floor outlet) and 32
(west wall – dedicated)

Solarium (Outside Panel)

20 AMPS: northwest wall – dedicated

Chapel (Third Floor Panel)

20 AMPS: Circuits 7, 9, 11, 17 (wire mold box)
and 20 (northeast wall – dedicated)





LH LAUREL HALL *and The Ruth Lilly Conference Center*

Laurel Hall location

DIRECTIONS

Laurel Hall is located within the Windridge Condominium complex, a gated residential community, at 5395 Emerson Way in Indianapolis, Indiana just south of Fall Creek Parkway.

If you are interested in touring Laurel Hall, please call ahead and make an appointment. When arriving for your scheduled tour, pull up to the visitors' gate and use the electronic directory to call "Laurel Hall" in order to be buzzed in. During events, you will be provided a temporary gate code specifically for your group.

Once inside the gate, turn left onto Windridge Drive. Follow the drive up the hill until you reach Laurel Hall on the left.

From the North

From interstate 65, head south to 465 East and continue to the 56th street exit. Turn right on 56th street and continue to Emerson Way. Turn left on Emerson Way and continue through one stop light. The entrance to Laurel Hall will be located on your left. If you are entering the city from interstate 69, continue south until it becomes Binford Boulevard. Take a left on 56th street and a right onto Emerson Way. The entrance to Laurel Hall will be located on your left after crossing Fall Creek.

From the South

From interstate 65, take 65 North to 465 East and continue to the 56th street exit. Take a left on 56th street and a left on Emerson Way. The entrance to Laurel Hall will be located on your left immediately after crossing Fall Creek.

From the East

From interstate 74, head towards downtown Indianapolis and merge onto 465 East. Continue to the 56th street exit and proceed left. Take a left on Emerson Way and the entrance to Laurel Hall will be located on your left immediately after crossing Fall Creek. If you are entering the city from interstate 70, continue west on I-70 to the Emerson Way exit. Turn right onto Emerson Way and head north. The entrance to Laurel Hall will be located on your right.

From the West

From interstate 70, head east until you reach the Emerson Way exit. Turn left onto Emerson Way and head north. The entrance to Laurel Hall will be on your right. If you are entering the city from interstate 74, head east toward downtown Indianapolis. Take 465 North around Indianapolis to the east side. Take the 56th street exit and go right. Take a left onto Emerson Way. The entrance to Laurel Hall will be located on your left immediately after crossing Fall Creek.



LAUREL HALL

and The Ruth Lilly Conference Center

Frequently asked questions

How do event attendees gain access to the property?

Event hosts are provided a gate code to distribute to guests which allows access to the property during the event. The gate is not operated by Laurel Hall and therefore the gate code cannot be customized. Gate codes are typically assigned to event hosts four to five months in advance.

How many parking spaces are onsite?

The facility offers 60 designated parking spots for all guests, vendors, etc. Groups needing additional parking generally provide a shuttle from a hotel or outside parking lot.

Is there an elevator onsite?

Laurel Hall is not equipped with an elevator. Guests use the grand staircase to reach rental spaces on the second and third floors.

Is audio visual equipment available?

The Conference Center is equipped with audio visual equipment that allows for the playing of DVDs and CDs. Additionally, a wireless microphone and internet access is available in this space.

Can the chairs from the Chapel be used outside?

The white wooden chapel chairs must remain in the Chapel as they are equipped with felt bottoms in order to protect the wood flooring.

Can I purchase or serve my own alcohol?

The purchase, service and disposal of all alcoholic beverages must be done and coordinated by an approved caterer.

Is there an event coordinator provided by Laurel Hall?

Laurel Hall will have a staff member onsite during each event. Staff will be available to answer any questions or concerns related to the facility however services of the staff do not include waiting tables, event coordination, kitchen help, cleanup, setup, etc.

Are the fireplaces able to be used during the event?

All fireplaces throughout the facility are none operational.

Are candles permitted as decoration?

All candles must be approved prior to use. No candelabras are permitted. Only battery operated candles can be used inside Laurel Hall's fireplaces or anywhere there is the opportunity they could be kicked by guest's feet.

Do I have to use one of the approved caterers?

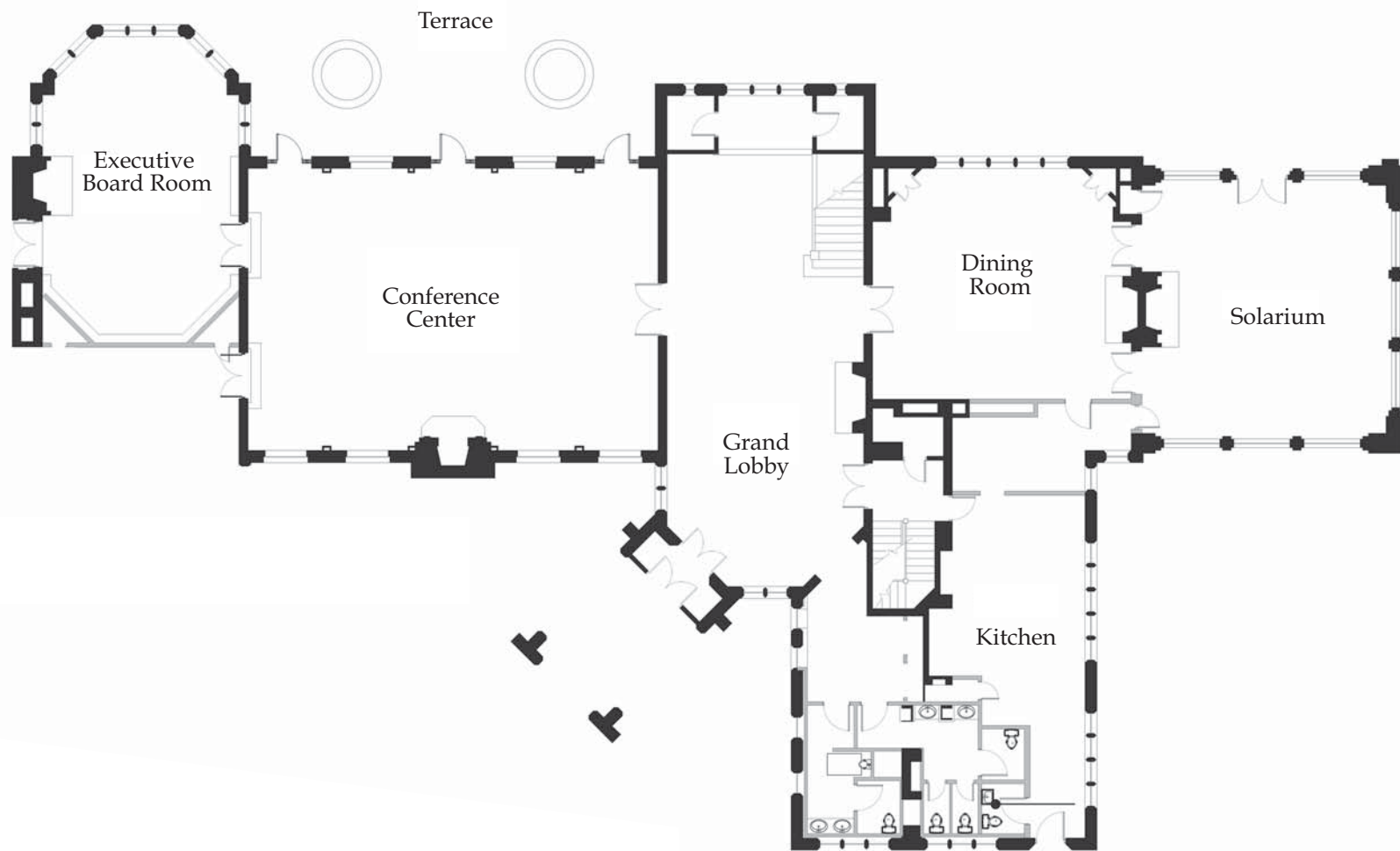
Event hosts may opt to use a "guest caterer", a caterer not on the approved list. If a guest caterer is used the event host will be charged a guest catering fee. Additionally, guest caterers must execute a guest catering agreement which includes other requirements.

What services are provided by Laurel Hall?

Laurel Hall only provides the event space and the included fixtures and furnishings. All setup, cleanup and planning services must be coordinated by the host or other vendor.

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and The Ruth Lilly Conference Center

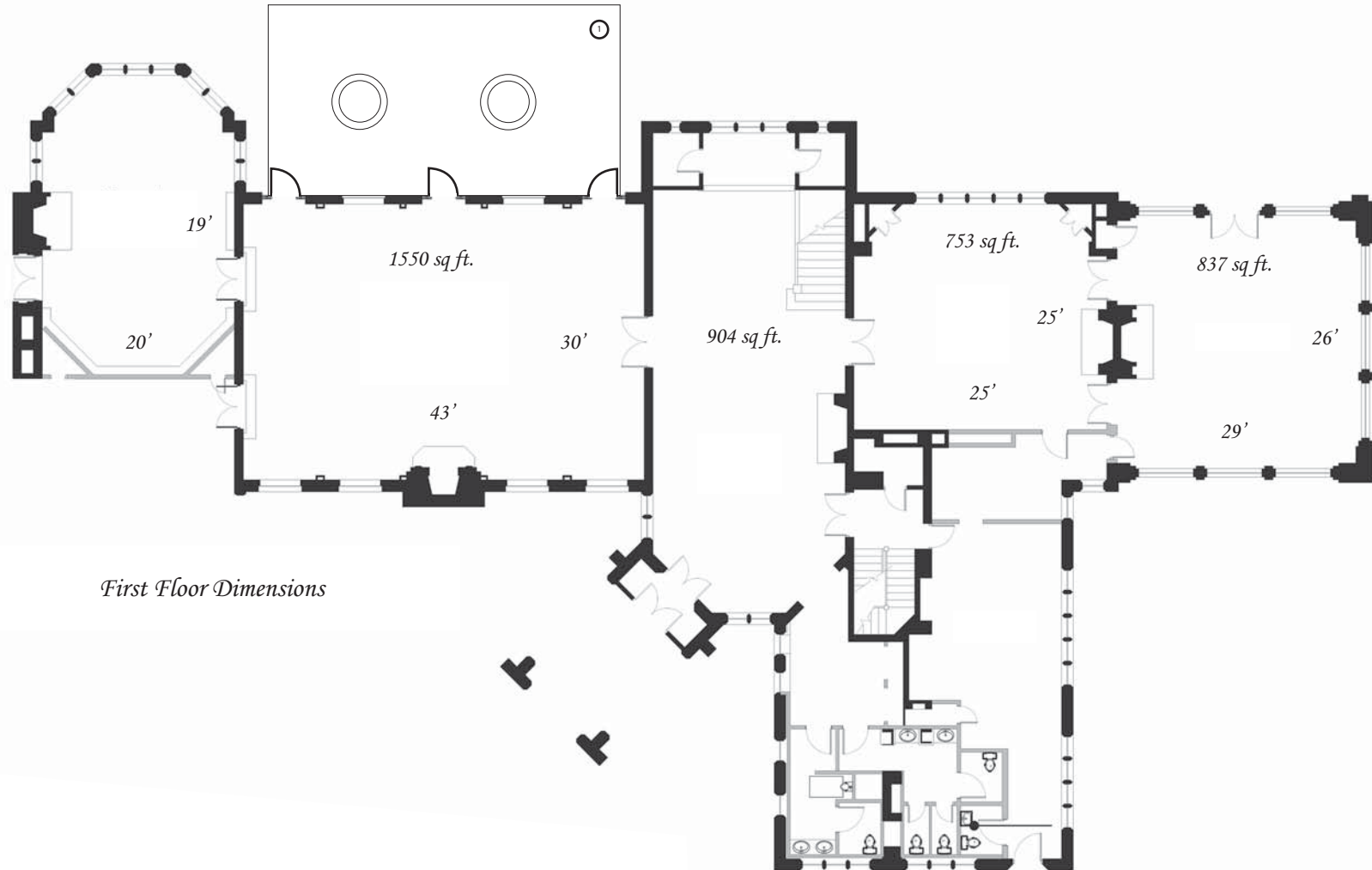
Floor plans
Not to scale





LAUREL HALL
and The Ruth Lilly Conference Center

floor plans
Not to scale

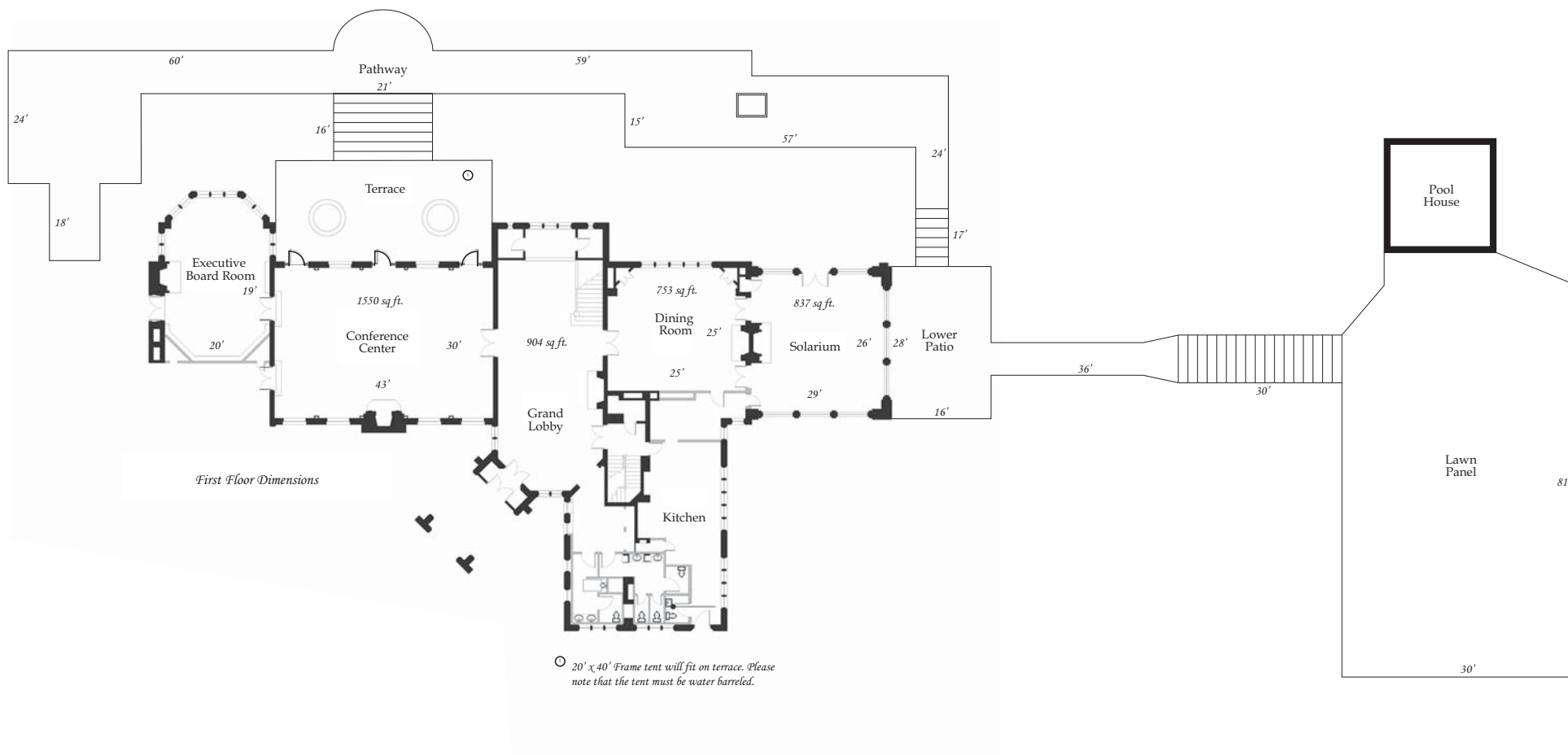


First Floor Dimensions

① 20' x 40' Frame tent will fit on terrace. Please note that the tent must be water barreled.

LAUREL HALL and The Ruth Lilly Conference Center

floor plans
Not to scale



LAUREL HALL and The Ruth Lilly Conference Center

floor plans
Not to scale

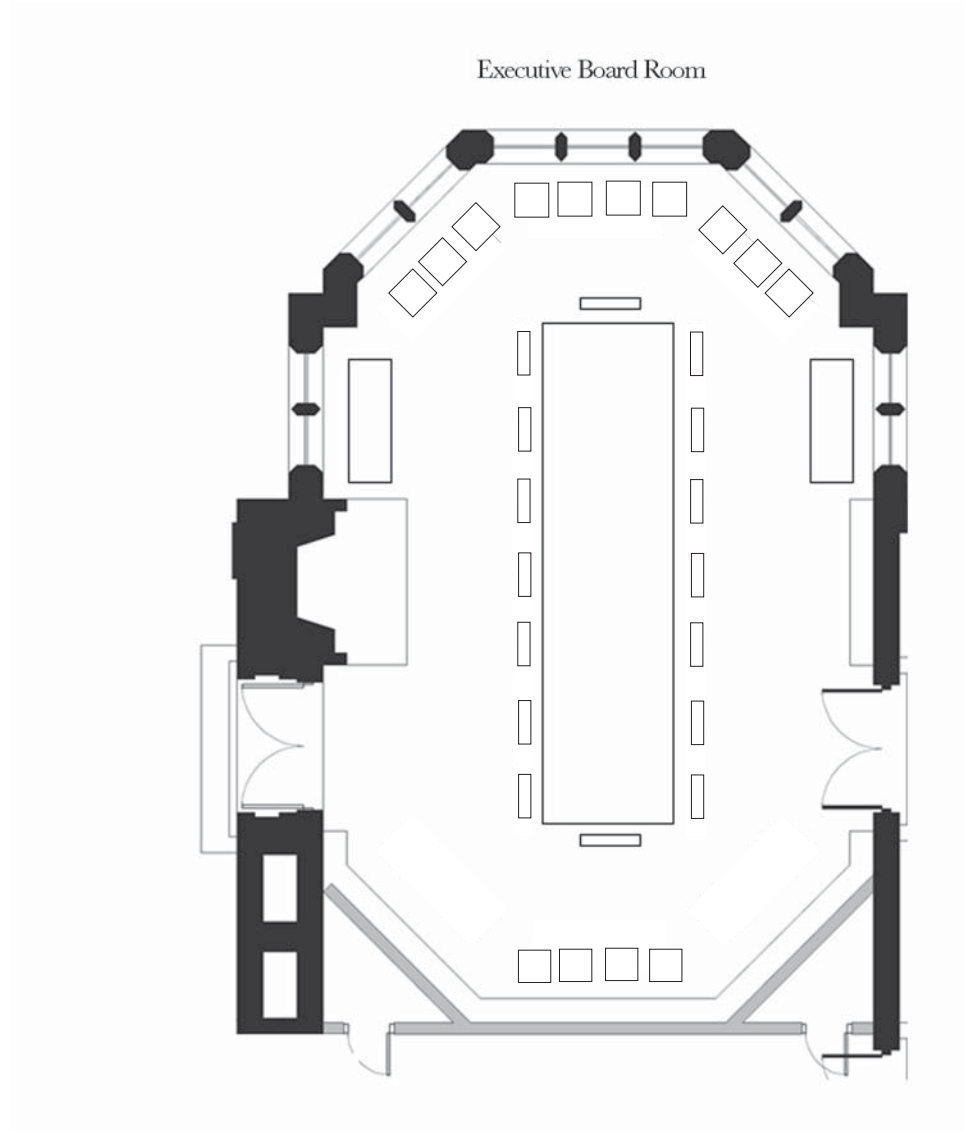




LAUREL HALL
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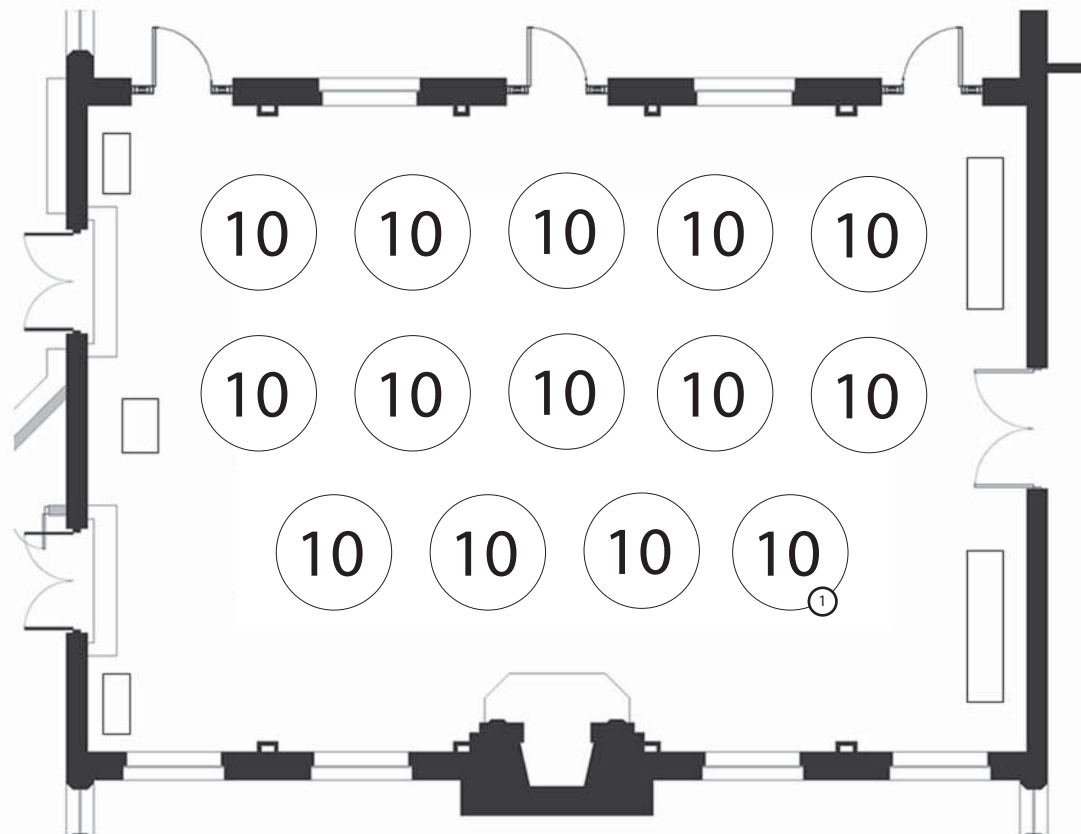
floor plans
Not to scale



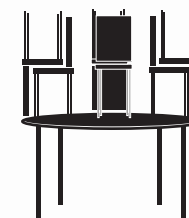
LH LAUREL HALL
and The Ruth Lilly Conference Center

floor plans
Not to scale

Ruth Lilly
Conference Center

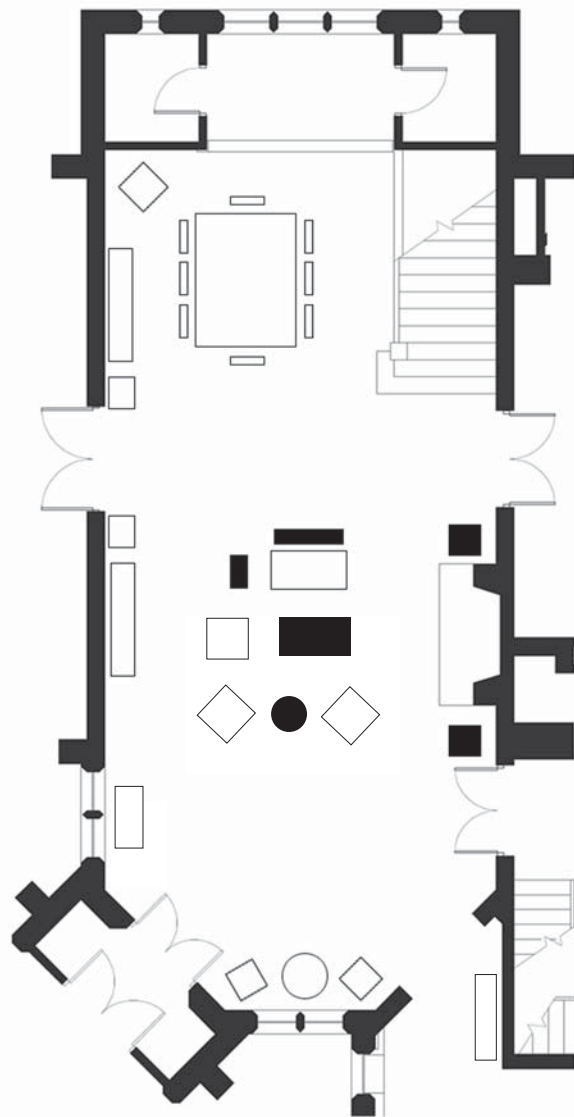


① 10 = Number of
Chavari Chairs
stacked on the top of
the tables. A total of
140 chairs should be
stacked on the tables.



LH LAUREL HALL
and The Ruth Lilly Conference Center

floor plans
Not to scale



Grand Lobby

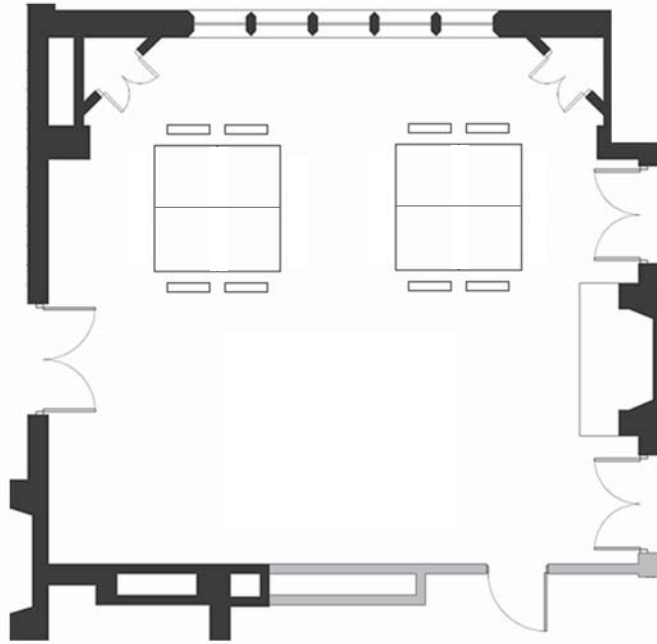


LAUREL HALL
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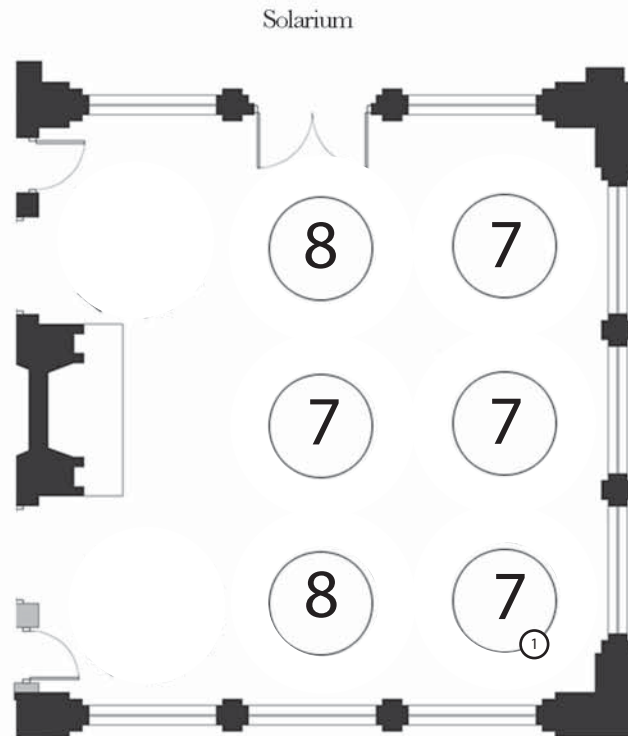
Floor plans
Not to scale

Formal Dining Room



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Floor plans
Not to scale



① 7 or 8 = Number of Solarium Chairs stacked on the top of the tables. A total of 44 chairs should be stacked on the tables.

