

LAUNCH FISHERS

EVENT SPACE RENTAL GUIDE

THIS GUIDE INCLUDES:

available spaces for rent
rental rates and additional costs
catering, beverage service, & alcohol information

CONTACT TO BOOK:

RACHEL DRAKE

RACHEL@LAUNCHFISHERS.COM

THEATER



The Theater at Launch Fishers is a multi-purpose business-focused event space that is ideal for groups of all sizes. It can be arranged in a variety of setups that can accommodate up to 200 people. With its easily accessible stage, open floorplan, and multiple AV packages, the Theater is a great option for presentation-based events such as conferences, seminars, and large meetings. The space is also equipped with livestreaming and virtual meeting technology to help you make your meetings & events hybrid. See the below for available seating arrangements and corresponding capacity information.

INCLUDED WITH RENTAL: setup of room in a standard arrangement, guest WiFi access, trash receptacles, tables and chairs. There are two standard A/V packages available with theater rentals; see the next page for details on each package and available add-ons. Onsite personnel may or may not be included depending upon event date and time.

SEATING ARRANGEMENTS & CAPACITY INFO

NO TABLES	LONG TABLES (72")	ROUND TABLES (60")
STANDING ROOM <i>no seating</i> 200 persons max	U-SHAPED / SQUARE <i>up to 18 tables with 2 chairs each</i> 36 persons max	BANQUET ROUNDS <i>up to 16 tables with 6-8 chairs each</i> 128 persons max
THEATER-STYLE <i>rows of chairs</i> 150 persons max	CLASSROOM-STYLE <i>up to 18 tables with 2 chairs each</i> 36 persons max	CRESCENT ROUNDS <i>up to 16 tables with 3-5 chairs each</i> 80 persons max
OTHER OPTIONS ARE AVAILABLE (PODS, TRADE-SHOW, ETC.). REACH OUT FOR DETAILS.		

THEATER

There are two available rental periods: half-day and full-day.

HALF-DAY

less than or exactly four (4) hours of room usage

Half-day rentals MUST take place on either side of the noon hour (i.e. 8am-11am or 1pm-5pm). ALL rentals occurring over the noon hour will be charged as a full-day. Not available for weekend rentals.

FULL-DAY

more four (4) hours of room usage

It is a flat rate for any number of hours above 4 hours, but full-day rentals must still fall within our available booking times (listed below). All events on weekends are full-day rentals regardless of number of hours.

/// AVAILABLE BOOKING TIMES: 6AM-10PM ///

REACH OUT IF YOUR MEETING/EVENT NEEDS SPECIAL ACCOMMODATIONS OUTSIDE OF THESE TIMES.

RENTAL PRICING

WEEKDAYS *Monday - Friday*

Room Only (no AV package)	Half-day	\$300
	Full-day	\$500

Room + Basic AV Package	Half-day	\$400
	Full-day	\$600

Room + House AV Package	Half-day	\$600
	Full-day	\$900

WEEKENDS *Saturday & Sunday*

Room Only (no AV package)	Full-day	\$700
------------------------------	----------	-------

Room + Basic AV Package	Full-day	\$800
----------------------------	----------	-------

Room + House AV Package	Full-day	\$1100
----------------------------	----------	--------

/// SEE THE NEXT PAGE FOR INFORMATION ON OUR AV PACKAGES ///

RENTAL DISCOUNTS

MEMBERS & SPONSORS /// 50% OFF WEEKDAYS and 25% OFF WEEKENDS

**cannot be combined with non-profit discount*

NON-PROFITS /// 20% OFF

**cannot be combined with member/sponsor discount*

RECURRING RENTALS /// 10% OFF

**minimum of 1 rental per month over a 6 month period; can be combined with other discounts*

Members will receive a discount on rentals after a 90-day probationary period following their membership start date. Certain membership types are not eligible for the members discount; contact Rachel Drake for information. Non-profits must provide a current ST105 form to verify their status. Recurring rentals require pre-payment to secure discount. Cancelled events will not be refunded; renters may reschedule the cancelled event for another date/time of same cost. Reach out to learn if your event qualifies for any specialty discounts.

AV PACKAGES

When hosting an event or meeting in the Theater at Launch Fishers, you have the option to select one of our two AV packages. AV packages are included in your room rental fees, so there aren't any additional fees (unless you opt for livestreaming/hybrid meeting services). Schedule a site visit to see each AV system in-person and learn which is the best fit for your needs!

BASIC AV PACKAGE \\\

- LCD projector on cart with HDMI & VGA cables
- wall-mounted roll-down projector screen
- wireless USB clicker
- portable 2-speaker sound system with 3.5mm audio input
- up to two (2) wired handheld microphones
- power strips / extension cords (up to 10)

HOUSE AV PACKAGE \\\

- built-in house projection system that includes:
 - ultra short-throw ceiling-mounted 4K projector
 - dual side-stage 55" LED TVs
 - 4K Apple TV
 - 4 HDMI inputs, including center stage input
 - wall-mounted roll-down projector screen
 - 55" mounted confidence monitor
- wireless USB clicker
- 5.1 surround sound house audio system with 3.5mm input
- up to 5 wireless handheld mics (1 lapel available; 4 handhelds available)
- customizable stage lighting
- power strips / extension cords (up to 10)

**/// SEE THE NEXT PAGE FOR OUR LIVESTREAMING & HYBRID MEETING PACKAGES! **

A NOTE ON OUR AUDIO VISUAL TECHNOLOGIES: *Contact us to discuss your audio and video needs. All audio-visual services must be arranged through Launch Fishers using an official Launch Fishers booth operator. Renters may not supply their own booth operator to operate Launch Fishers' AV systems. Renters may supply their own AV systems for event spaces, but personal systems cannot plug into or utilize any Launch Fishers AV system elements. Failure to abide by this policy will result in a \$250 fine and possible suspension from future use of Launch Fishers event space.*

L I V E S T R E A M I N G

HOUSE AV IS REQUIRED IN ORDER TO ADD-ON ANY LIVESTREAMING OPTIONS.

LIVESTREAM FEED \\\

We provide a single-shot camera feed and microphone & HDMI audio feed ported straight into your livestream (*YouTubeLive, Facebook Live, etc.*) or virtual event (*Zoom, GoogleMeet, etc.*) on our AV booth computer.

- You can supply the livestream or virtual event link **OR** Launch Fishers can supply a link for you to share with your attendees.
- If Launch Fishers supplies the link, you have the option to have your meeting/event recorded. We will supply a link to the recording for you to download the file post-event.
- This option is ideal if your presenter is in-room and your audience is partially virtual.

ADDITIONAL COST: \$100 for up to 1 hour, \$50/hour after (*maximum of \$250*)

AUDIENCE-AUDIO CAPTURE \\\

Our array of eight (8) ceiling-drop mics capture the organic in-room conversations & sound and port it into your livestream or virtual meeting/event.

- You must have the livestream add-on in order to have the audience audio-capture add-on.
- This option limits the number and type of microphones that can be used. Only two wireless handheld microphones can be used with this option.
- This add-on is ideal if your presenter is virtual (*displayed on in-room screens*) and your audience is largely in-room **OR** if you have a primarily in-person event where you want your virtual attendees to hear audience conversations.

ADDITIONAL COST: \$50 for up to 1 hour, \$25/hour after (*maximum of \$125*)

BOOTH OPERATOR \\\

A trained staffer will be on-site to run the AV booth and ensure your event goes off without a hitch.

- This is required for all events that opt for any livestreaming option.

ADDITIONAL COST: \$50/hour with a minimum of 3 hours (*minimum of \$150*)

Looking for full virtual event production with multiple camera shots, graphic overlays & more?

WE CAN HELP YOU WITH THAT.

Reach out to our team to learn more and set up an event consultation!

MAIN SPACE



The main space is an open area just outside of the Theater connected to our coworking area and surrounding RISE Coffee Shop. With a variety of seating styles and an adaptable floorplan, the main space is ideal for evening networking receptions and cocktail hours. The circular bartop that surrounds RISE provides a perfect surface for food and beverage setups, and even affords space for a bar.

Due to the area's use as a work space during regular business hours, rentals are only available on weekends and on weekdays from 5pm-10pm. The main space must be rented in conjunction with the Theater unless otherwise negotiated with Launch Fishers staff.

COST: \$300 WEEKDAYS | \$400 WEEKENDS

INCLUDED IN RENTAL: standing reception area for up to 100 people, use of 6 cocktail tables, registration/check-in area, use of coffee bar counter, use of area tables & chairs, additional tables as needed, miscellaneous soft-seating, trash receptacles, and guest WiFi. Onsite personnel may or may not be included depending upon event date and time.



BOARD ROOM

The board room is a small meeting space suitable for meetings of up to 6 people. Featuring a 17' whiteboard wall and mounted 55" Samsung LED TV with HDMI and Apple TV connections, this space is great for offsite meetings, brainstorming sessions, and small group trainings. Plus, it is located right next to RISE Coffee Shop, making it easy to keep everyone conveniently caffeinated! *This room is only available on weekdays.*

COST: \$20 PER HOUR or \$100 ALL-DAY (8AM-5PM)

INCLUDED IN RENTAL: seating for up to 6 people, trash receptacle, guest WiFi, whiteboard markers and erasers, HDMI cord, 4K Apple TV with remote, and TV remote.



FOR EVEN MORE OPTIONS...



INDIANA IoT LAB
FISHERS

Check out our partner site, **Indiana IoT Lab**, for more meeting spaces! Learn about their space online at indiana-iot.com, or contact Emily Petry at emily@indiana-iot.com.

CATERING

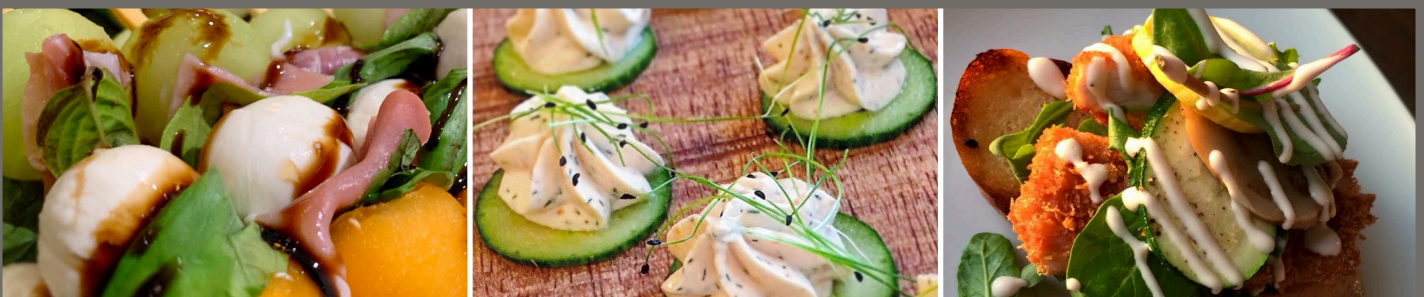
Launch Fishers works primarily with two catering companies: Nameless Catering and Crossroads Catering. We love these two companies for three reasons: (1) they know the ins-and-outs of our event space, (2) their menus are diverse and accommodating for all diets, and (3) they share the same passion for entrepreneurship in all forms as we do at Launch Fishers. Events occurring within our rentable spaces are asked to utilize one of our primary caterers. *Other catering companies may be used; however, please contact and inform our team before making final arrangements with an outside group.*



NAMELESS
catering co.
EST 2K13

Nameless Catering specializes in quick and easy, no-nonsense catering options that save you time and money without sacrificing quality.

VIEW THEIR MENUS & GET A QUOTE: namelesscatering.com




CROSSROADS
Catering

Crossroads Catering is your one-stop-shop for expertly-crafted, customizable and creative menus that include locally-sourced ingredients.

VIEW THEIR MENUS & GET A QUOTE: crossroadscateringindy.com

CATERING @ LF 101 ///

When booking catering services for your event, you directly work with the company! No working through Launch Fishers staff as a middle-man!

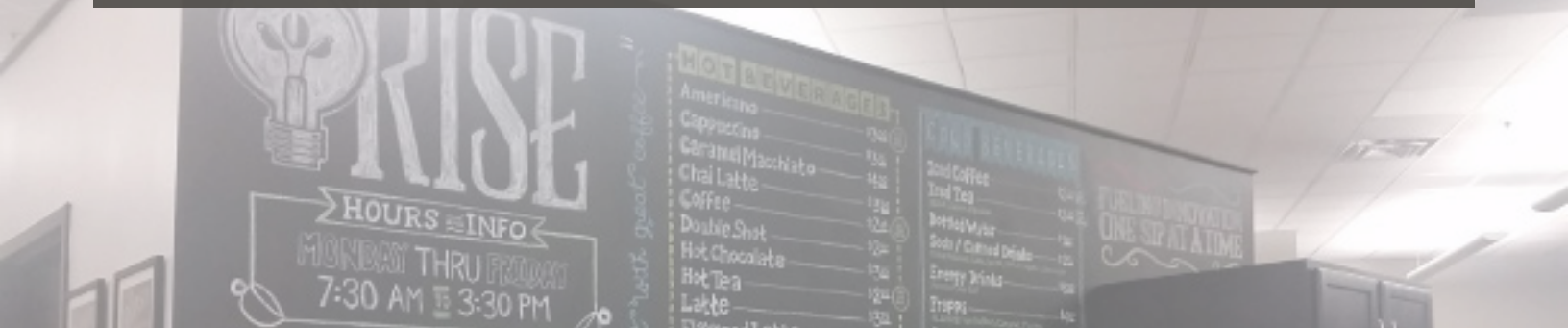
BEVERAGE SERVICE



RISE Coffee Shop is Launch Fishers' very own in-house coffee shop that is open to serve members and guests every weekday, and is the exclusive provider of all non-alcoholic beverages in our event and meeting spaces.

RISE provides custom beverage setups with their wide range of offerings that include coffee, tea, bottled water, and sodas. All of their coffees are locally roasted and purchased fresh from Julian Coffee Roasters in Zionsville, IN. Additionally, RISE can provide snack options with any beverage setup, including nutritional & granola bars, whole fresh fruit, and packaged pastries.

VIEW THEIR MENU & GET A QUOTE: launchfishers.com/rise-coffee



THE FINE PRINT: All meetings and events held at Launch Fishers that require beverages must use the exclusive provider. Renters may not bring in their own beverage setups (i.e. coffee urns, portable carafes, etc). All orders must be placed at least one week prior to the event date. For more information, contact coffee@launchfishers.com.

ALCOHOL PACKAGES

Want a bar at your event? There are three options available to make that happen. Options A & B allow for only beer & wine, while Option C allows for all liquors. For every event with alcohol in our space, a temporary permit from the Indiana Alcohol & Tobacco Commission (ATC) must be secured regardless of which option you select.

OPTION A: Permitting Only

Launch Fishers files for and obtains a temporary beer/wine permit for the event. You hire licensed bartending staff and provide the beverages.

COST: \$60 for permitting

/////

OPTION B: Permitting & Personnel

Launch Fishers files for and obtains a temporary beer/wine permit for the event and hires licensed bartending staff. You provide the beverages.

COST: \$60 for permitting & \$50 per hour for staff with a minimum of 3 hours (\$150)

/////

OPTION C: Nameless Catering

Nameless Catering is licensed to provide full bar service in our space. You work directly with them and they will secure the permit, staff and beverages.

CONTACT NAMELESS CATERING FOR A QUOTE.



THE FINE PRINT: Temporary permits secured by Launch Fishers cover the serving of beer and wine only; no liquor may be served unless selecting Option C and coordinating bar service through Nameless Catering. Renters must let Launch Fishers know of their intentions to host a bar no less than 15 business days before the event date; filing permits and awaiting approval can take up to two weeks. If selecting Option A, a licensed bartender must be secured to serve/pour at the event. A copy of their current permit must be submitted to Launch Fishers no less than 5 business days before the event and a copy must be available on-site at the event.

PREFERRED VENDORS

While we don't have primary vendors outside of our catering and beverage service, there are many other groups we love to work with on events! Here are some of our favorite companies that have helped our clients host amazing meetings & events in our space.



LINENS, DECOR AND OTHER RENTALS

A Classic Party Rental

www.aclassicpartyrental.com | (317) 251-7368



PIZZA DELIVERY

HotBox Pizza

www.hotboxpizza.com

NEARBY PICKUP LOCATION:

14300 Mundy Dr, Noblesville, IN 46060 | (317) 214-8252

*Pizza delivery from any provider is allowable in our event spaces and does not infringe upon our exclusive catering policies; pizza delivery is not classified as "catering".



BAKERY (CAKES & DONUTS)

Taylor's Bakery

www.taylorsbakery.com

NEARBY PICKUP LOCATION:

8395 E 116th St, Fishers, IN 46038 | (317) 596-2253



PHOTOGRAPHY & VIDEOGRAPHY

Brosmer Photographic (Brian Brosmer)

www.brosmerphotographic.com

RENTAL POLICIES

UPDATED DECEMBER 2022

RENTAL POLICY OVERVIEW | Reservations for Launch Fishers meeting and event space are accepted on a first-come, first-served basis, with priority given to Launch Fishers' affiliated groups (i.e. members, sponsors, partners). Launch Fishers reserves the right to accept or deny rental requests to any individual on any grounds. Rental prices of Launch Fishers space include the following: use of specified Launch Fishers space, use of selected/corresponding AV package, guest parking, tables and chairs, setup of room arrangement, access to guest WiFi network, pre- and post-event cleaning, and disposal of event waste. Please read the materials contained within these policies to ensure all parties understand and agree to the requirements of ensuring safety and keeping Launch Fishers a well maintained and safe location for meetings and events.

RENTAL FEES, DEPOSITS, AND DAMAGES | All balances must be paid in full to Launch Fishers prior to the event. Renter will be provided with a full bill 15 business days prior to the day of their event unless otherwise negotiated. A deposit is required for all events; however, Launch Fishers reserves the right to impose or waive deposit requirements for any event. Deposits will be 50% of the total cost, which includes room rental and any additional services/upgrades selected at time of this agreement, and shall be due no less than 10 business days prior to the event. The remaining balance is due by the event date. Should any additional services/upgrades be opted into after an agreement is established, those fees will be billed separately on/after the event date. The facilities are provided "as is", "where is" and without warranty as to the suitability of the facility for the Renter's intended use. Should any cleaning or repairs be deemed necessary beyond what is considered normal use (i.e. paint damage, floor gouges, holes in walls), Renters will be responsible for covering all charges from the repair company of Launch Fishers' choosing. Those charges would be billed separately from the rental fees.

DISCOUNTS | Members and sponsors of Launch Fishers receive 50% off of public rental rates for weekday room rentals (Monday through Friday) and 25% off of public rates for weekend room rentals (Saturday and Sunday). There is a 90-day probationary period after the beginning of a membership before the discount may be applied. Nonprofit organizations receive 20% off of public rental rates. In order to receive the discount, nonprofits must provide a current ST105 form to verify their nonprofit status. Member/sponsor discount and the non-profit discount apply to room rental rates only and do not apply to any additional services (i.e. A/V fees, alcohol permitting, etc.). Additionally, the members/sponsor discount and the nonprofit discount cannot be combined. Recurring rentals receive 10% off of rental fees, and that discount can be combined with the member/sponsor or nonprofit discounts. Recurring rentals are defined as a minimum of one rental per month over a six month period. Recurring rentals require pre-payment (lump sum deposit) to secure the discount.

CANCELLATION POLICY | The cancellation notice deadline is 10 business days prior to the event date for all bookings. Events cancelled before the deadline that have paid their deposit may opt to have the deposit refunded, or may reschedule their event and apply the deposit toward their new booking. Renters who cancel bookings after the deadline will have their deposits retained in full. Events may be rescheduled up to 5 business days prior to the original event date without incurring any additional charges; Renters may apply the deposit to their new event date. Events cancelled or rescheduled within 5 business days of the original event date will forfeit the original date's deposit and be required to pay a new deposit for the new event date. Last-minute cancellations due to extreme weather, acts of God, or special circumstances will be considered on a case-by-case basis by Launch Fishers.

LIABILITY | Renter agrees that they shall indemnify, defend and hold harmless Launch Fishers and its employees, officers, and trustees from and against any and all damage, loss, claims, suits, demands, actions, fines, damages, liabilities, costs and expenses (including, without limitation, reasonable attorneys' fees) arising out of or in connection with damage to property or injury to persons (including death) which arise out of Renter's use of the Facility, including any acts or omissions of Renter, their agents, contractors, employees, invitees, servants or subcontractors. Renter shall provide Launch Fishers immediate notice of any injury or damage to persons or property in, to or around the Facility of which they are aware.

GENERAL FACILITY RULES | All event attendees including the Renter agree to adhere to the following set of rules in order to respect both the Launch Fishers facility and the coworking atmosphere:

1. Noise should be kept at a reasonable level, especially between the hours of 8 a.m. and 6 p.m. on weekdays.
2. Food appliances (i.e. crock-pots, coffee pots, hot trays) are prohibited within event space, except those as part of beverage setups from RISE Coffee Shop or one of our approved caterers.
3. Rooms may be arranged in any way that suits the needs of the event; however, furniture and any items previously held in the space cannot be removed from the room during your event.
4. No outside food or beverages may be brought in beyond those for individual consumption. Renters must use the exclusive caterers and/or beverage provider for all events occurring within Launch Fishers.
5. Maximum capacity of rooms available for rental must be respected. Renters agree to not allow more than the maximum number of persons to attend the event.

DECORATIONS | Launch Fishers wants every event held within the event space to be a special and welcome experience. Therefore every effort will be made to allow Renters to prepare and include decorations reflecting their event's creative requirements. Launch Fishers asks that only Launch Fishers staff rearrange or move any non-event furnishings including artwork, lighting, and other Launch Fishers decor. No nails, screws, staples or other penetrating objects may be used to hang decorations on walls. No 3M products (hooks, strips, etc) may be used on the walls. Only painters tape may be used for hanging items; tapes including duct tape, gaff tape, masking tape, or other may not be used. Painters tape

must be removed properly and any damage caused will be charged for. No glitter or foil confetti is allowed on-site. Any decorations left within the event space will be disposed of the following day.

CONDUCT | There is no drug use or smoking of any kind tolerated on Launch Fishers' premises. Smoking, vaping, or any other form of tobacco consumption is not allowed within 8 feet of building entrances. Disparaging or offensive remarks or any type of violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Launch Fishers staff shall be grounds for immediate expulsion from the premises and conclusion of the rental. In such cases, no refund of rental fees shall be given.

FOOD AND BEVERAGE | Events and meetings held at Launch Fishers that require catering are asked to use our primary providers: Nameless Catering or Crossroads Catering. Please go to namelesscatering.com or crossroadscateringindy.com to view menus and offerings by our caterers. Launch Fishers is not responsible for meeting and directing catering delivery persons, so please be explicit regarding event location when placing your order. All events and meetings held at Launch Fishers that require beverage service are required to use our exclusive provider: RISE Coffee Shop. To see offerings by RISE Coffee Shop, please go to launchfishers.com/RISE-coffee. Beverage setups may not be available for all events. In the event that a setup is not possible, beverages may be provided by the caterer.

ALCOHOL | All events and meetings held at Launch Fishers that wish to serve alcohol on premises must adhere to state and local laws regarding legal serving practices. A temporary permit from the Indiana Alcohol & Tobacco Commission must be secured for each event. Temporary permits secured by Launch Fishers cover the serving of beer and wine only; no liquor may be served unless selecting Option C and coordinating bar service through Nameless Catering (all three options are detailed on page 9 of this document). Renters must let Launch Fishers know of their intentions to host a bar no less than 15 business days before the event date; filing permits and awaiting approval can take up to two weeks. If selecting Option A, Renter must hire a state-licensed bartender to serve/pour at the event. A copy of the bartender's current bartending permit must be submitted to Launch Fishers no less than 5 business days before the event and a copy must be available and present on-site at the event.

CLEANING, TRASH AND EQUIPMENT REMOVAL | All meeting and event spaces are expected to be returned in the same state as they were received. Trash should be disposed of in the provided appropriate receptacles and the room should be returned to roughly the same arrangement it was in before the event. Debris and trash should be picked up from surfaces and floors. Normal cleaning procedures by Launch Fishers staff include vacuuming, wiping down surfaces, and removing trash. Should any excessive cleaning beyond those actions be required to return the space to its former state, Renter may be charged additional fees and will be responsible for covering all charges from the cleaning company of Launch Fishers' choosing. Those charges would be billed separately from the rental fees.

CITY, COUNTY, STATE AND FEDERAL LAWS | Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times. Renter shall not sell alcohol on the premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible and legal manner. Launch Fishers staff reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Launch Fishers or the safety of its staff, guests, or building contents.

ENTRY AND EXIT OF STAFF | Renter acknowledges that Launch Fishers staff may enter and exit the event space and premises at any time during the course of the event. A Launch Fishers staff member may be on-site during your event to check in periodically with the responsible parties to ensure everything is operating efficiently.

ON-SITE PERSONNEL | Rental of Launch Fishers meeting and event space does not guarantee that a staff member or representative of Launch Fishers will be available during events. Standard staffing hours are weekdays from 8AM-5PM with the exception of holidays. Some events may require personnel and staffing to be present outside of standard staffing hours (such as events occurring on evenings and weekends). These events may incur additional fees to cover the costs of staffing.

PROMOTIONS AND COPYRIGHT | Should Launch Fishers be engaged in the promotion or co-production of the Renter's event, it is required that Launch Fishers see and approve all marketing messages and communications prior to publishing. Launch Fishers is the company's name; Renter's may not shorten it to "Launch." Launch Fishers can provide their logo and branding guidelines for the creation of promotional materials.

AUDIO-VISUAL TECHNOLOGY | All audio visual services must be arranged through Launch Fishers using an official Launch Fishers AV Operator. Renters may not supply their own AV Operator to operate Launch Fishers' A/V systems (unless otherwise negotiated with Launch Fishers staff). Renters may supply their own AV systems when renting the event space, but personal systems cannot plug into or utilize any Launch Fishers AV system elements. Failure to abide by this policy will result in a \$250 fine and possible suspension from future use of Launch Fishers meeting and event space.

EXCLUSIVE RELATIONSHIPS | Launch Fishers maintains exclusive relationships for beverage service and AV operation. The purpose of maintaining exclusive relationships is to ensure accountability, quality, and professionalism. The groups with which Launch Fishers maintains exclusive relationships are ones that Launch Fishers trusts to maintain the event space and provide quality services to all renters. If utilization of a non-exclusive company is integral to an event, Launch Fishers may not be the ideal venue for your event.



THIS DOCUMENT WAS LAST UPDATED ON DECEMBER 14, 2022.

LAUNCH
FISHERS

launchfishers.com