

One Property, Multiple Spaces *Infinite Options*

The Willows is a gorgeous lakefront property, nestled on 20 (twenty) private wooded acres, located at 6729 Westfield Boulevard. We are situated between Meridian Street and Keystone Avenue just minutes from Keystone at the Crossing and the heart of Broad Ripple.



Welcome to the Willows

With over 30 years of experience in catering to the city of Indianapolis, we are proud to say that Crystal Catering is the exclusive caterer for The Willows. We have a well established reputation for our premier food quality and outstanding service.

At The Willows, we pride ourselves on being a resource to our hosts. Benefit from our established vendor relationships where we would be happy to refer you to those that have previously provided services to our guests. We work diligently to build a relationship with you to understand the vision of your event and ensure it is smooth and stress-free.

We begin the process by hosting you for an on site viewing of our property and venue options. A pre-booking consultation may follow your visit if desired. During your pre-booking consultation, allow us to explain our food, beverage, and service options that may be designed to fit varying budget needs. Throughout the entire planning process we will provide you with all of the information you will need to make informed decisions for your event.

It would be our pleasure to host you for a site visit and pre-booking consultation where we can answer any questions you may have. Thank you for your interest in The Willows, we look forward to getting to know you.

The Willows Team

The Willows offers distinct indoor and outdoor event spaces from which to choose, varying in size and décor. The property consists of The Ballroom, The Lodge with Cabin, and Gardens, all with ample parking spaces.

THE BALLROOM

Includes All Season Terrace and Spirit Lake Overlook Deck

Customized for social gatherings and business meetings, the Ballroom may be separated into three sections, providing space for breakout sessions, separate eating areas, and presentations during events. Common uses for the Ballroom include large fundraising events, corporate training seminars and meetings, holiday parties, awards and recognition dinners, trade-shows, and proms. Weather permitting, outdoor areas may be used as the perfect place for socializing. Built-in bars provide the opportunity to network while relaxing during cocktail hour. The room is spacious enough to fit a stage when needed. To set the perfect ambience, we offer LED ceiling lighting in an array of colors.

Capacity: 80-600

THE LODGE (with Cabin)

Includes Lakefront Deck, Outdoor Terrace, and all glass walls for gorgeous lake views

The Lodge provides hosts with a versatile space with many options where guests may enjoy themselves. If additional outdoor space is needed, the Lakefront Garden adjacent to The Lodge provides an ideal setting for socializing. The Cabin provides an intimate area for breakout meetings or serves as an area to network in. Common uses of The Lodge include business and association luncheons, continuing education presentations, engagement, anniversary and retirement parties. Weather permitting, outdoor areas may be used as the perfect place for socializing.

Capacity: 80-250

LAKE FRONT GARDEN

Perfect for outdoor networking opportunities, utilizing passed hors d'oeuvres, and a hosted bar. (12,000 sq. ft.)

***Ask us about Indoor and Outdoor Cocktail Reception Availability, Pricing and Options**

The Ballroom



The Lodge



Decks & Patios



Facility Information for Events with Food

ITEMS INCLUDED WITH FACILITY RENTAL

- Up to 50 5ft round tables
- 10 8ft banquet tables for registration, display, etc.
- Up to 500 house padded banquet chairs
- House 85" x 85" linen in black/white/ivory
- House napkins in a variety of colors
- 6 cocktail tables
- House glassware/silverware/china
- House skirting (up to 10 tables)
- 4 Easels for signage
- Table numbers and stanchions
- 3 votive candles and mirror in center of guest tables
- Podium
- Room set up and tear down (except for event decor and centerpieces)
- Serving staff
- Operations event manager
- Parking
- LED ceiling lighting in an array of colors (Ballroom only)
- Built in dance floor and bars
- On site day of event coordination
- Outdoor space with furniture
- Air purification system
- Expert event planning and consultation

Upgrade Options

All additional tables and chairs, skirting, upgraded linen, china, flatware, glassware, chair covers, sashes, risers and staging will be ordered by the Willows exclusively through A Classic Party Rental and will be set up by the Willows staff. The final invoice will include a service charge of 24% for order handling, set up and tear down costs.

Facility Rental

Room Rental fees are based on a four (4) hour time frame. You may extend the time of your event at an additional charge. Additional time must be reserved two weeks prior to your event. Events must conclude by 12:00AM Friday and Saturday and 11:00 pm Sunday - Thursday. Please note that this additional hours fee does not include an extension of the bar should one be provided to guests.

Facility Access

Access time will be determined by the Willows office staff based on venue availability and event setup schedule, but in general is granted for two (2) hours prior to the scheduled event start time for set-up. The Willows will not be responsible for any items left prior to, during or after an event.

Audio/Visual Services

Markey's is our exclusive provider for all Audio/Visual needs on property.. Please inquire for a full listing of services and prices.

Facility Information for Non-Food Events

ITEMS INCLUDED WITH FACILITY RENTAL

- Up to 50 5ft round tables
- 10 banquet tables for registration, display, etc.
- Up to 500 house padded banquet chairs
- House 85" x 85" linen in black/white/ivory
- House skirting (up to 10 tables)
- 6 cocktail tables
- 4 Easels for signage
- Table numbers and stanchions
- Podium
- Room set up and tear down (except for event decor and centerpieces)
- Water stations for your guests
- Parking
- LED ceiling lighting in an array of colors (Ballroom only)
- Outdoor space with furniture
- Air purification system
- Expert event planning and consultation

Upgrade Options

All additional tables and chairs, skirting, upgraded linen, pipe and drapery, risers and staging will be ordered by the Willows exclusively through A Classic Party Rental and will be set up by the Willows staff. The final invoice will include a service charge of 24% for order handling, set up and tear down costs.

Facility Rental

Room Rental fees are based on a (8) eight hour time frame Monday - Wednesday. You may extend the time of your event at an additional charge. Additional time must be reserved two weeks prior to your event. Events must conclude by 11:00pM.

Facility Access

Access time will be determined by the Willows office staff based on venue availability and event setup schedule, but in general is granted for two (2) hours prior to the scheduled event start time for set-up. The Willows will not be responsible for any items left prior to, during or after an event.

Audio/Visual Services

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Policy Information

Crystal Catering

All food and beverages are provided exclusively by Crystal Catering at The Willows. No outside food or beverages (including all alcoholic and non-alcoholic beverages) may be brought into the facility. Dessert may be brought in from a licensed bakery.

Deposit/Payment Schedule

Paid deposit of \$1,500 goes toward your event and signed contract guarantees your date. First payment due 180 days prior to the event date is the first half of your food and beverage minimum. Second payment due 90 days prior to the event date is the second half of your food and beverage minimum. Final Payment of all food, beverage and additional charges is due by the end of day five (5) business days prior to the event date for the remaining balance based on your final guest count. Any additional items added or charged on a consumption basis will be estimated and paid in advance. A credit card number will be required and kept on file for any additional charges.

Billing

The Willows will provide a pre-invoice with an itemized summary of all known charges. Should there be a need for a 30 day extended term of payment please discuss this with The Willows office staff during contracting. Approval must be agreed upon prior to signing a contract. Any remaining balances that extend beyond 30 days post event will incur a 10% late fee.

Service Fee/Sales Tax/Credit card charges

A 24% service fee is assessed on food, beverage, and services. A 9% tax is applied to all food and beverage. A 7% tax is applied to all non-food charges. The Willows will add a 3% fee to all credit card charges.

Guest Guarantee

Due (5) days before the event by 12 noon.

You may increase the number of guests up to (3) days prior to the event by 2 pm, but you may not decrease the guarantee number after 12 noon (5) days prior. All charges will be based on the guaranteed number or actual attendance, whichever is greater.

Certificate of Insurance

You will be required to provide a certificate of insurance for a general liability policy of \$1 million, naming the business entities operating at the Willows on Westfield as additionally insured. Certificate of insurance is due 2 months prior to your scheduled event. We accept certificates through your personal provider or available through www.wedsafe.com.

Facility Rental Pricing and Food and Beverage Minimum Requirements



Monday through Wednesday Pricing

BALLROOM FACILITY RENTAL

Lunch
*Must serve by
1:00 pm*

\$1,000

Dinner

\$1,500

LODGE/CABIN FACILITY RENTAL

Lunch
*Must serve by
1:00 pm*

\$1,000

Dinner

\$1,500

Food and Beverage Minimum Requirements

Lunch

\$4,000

Dinner

\$6,000

All food and beverage purchases are subject to a 24% service charge fee & current Indiana taxes. The Food and Beverage minimum must be met before service charge and tax are applied. A \$250 charge will be added per additional event hour. A \$125 charge will be added per additional non-event hour staff charge. Rates listed above are for a four hour rental period.

Thursday through Sunday Pricing

BALLROOM FACILITY RENTAL

<i>Thursday</i>	\$2,000
<i>Friday</i>	\$2,500
<i>Saturday</i>	\$3,000
<i>Sunday</i>	\$2,000

LODGE FACILITY RENTAL

<i>Thursday</i>	\$1,500
<i>Friday</i>	\$2,000
<i>Saturday</i>	\$2,500
<i>Sunday</i>	\$1,500

Food and Beverage Minimum Requirements

THURSDAY

\$8,000*

FRIDAY

\$10,000*

SATURDAY

\$12,000*

SUNDAY

\$8,000*

*Please ask about dates that offer food/beverage minimum flexibility.

All food and beverage purchases are subject to a 24% service charge fee & current Indiana taxes. The Food and Beverage minimum must be met before service charge and tax are applied. A \$500 charge will be added per additional event hour. A \$125 charge will be added per additional non-event hour staff charge. Rates listed above are for a four hour rental period.

Facility Rental Pricing without Food and Beverage

This service is only available Monday through Wednesday.

8 hour facility rental

**EVENTS ENDING
BEFORE 4PM**

**EVENTS ENDING
AFTER 4PM**

\$2,500 Room Rate

\$3,500 Room Rate

If guests choose, they can enjoy the local restaurants of Broad Ripple or Keystone at the Crossing, which are minutes away from The Willows.

No food or beverages will be provided for an event that is renting without Food and Beverage.

No outside food or beverage is allowed to be brought in by guests or hosts.

Food Menu Pricing

Breakfast*

Continental Breakfast Buffet

\$12

Hearty Breakfast Buffet

\$18

Lunch*

Single Entree Lunch Buffet

(starting at \$26)

Single Entree Plated Lunch

(starting at \$28)

Double Entree Lunch Buffet

(starting at \$30)

Hors D'oeuvres*

3 piece Served Packages

(starting at \$8)

Dinner*

Single Entree Dinner Buffet

(starting at \$32)

Single Entree Plated Dinner

(starting at \$34)

Double Entree Dinner Buffet

(starting at \$36)

Duet Plated Dinner

(starting at \$42)

Dessert*

Classic

(starting at \$4)

Elegant

(starting at \$6)

All pricing above is per person. Children's pricing is available. ***Please request a complete menu for all our menu options, availability and offerings.** All food and beverage purchases are subject to a 24% service charge fee & current Indiana taxes. The Food and Beverage minimum must be met before service charge and tax are applied.

Bar Menu Pricing

Fully Hosted Bar Package Options (4hr)*

Beer/Wine/Soda \$27

Beer/Wine/Soda with Well and Call Brand Cocktails \$30

Beer/Wine/Soda with Well, Call and Premium Brand Cocktails \$33

Beer/Wine/Soda with Well, Call, Premium and Ultra Premium Brand Cocktails \$36

Any hosted bar package can be extended for a 5th hour at \$4 more p.p. and \$7 more p.p. for a 6th hour. When exceeding 4 hours of bar service you will be required to also purchase late night bites at \$4 per person. All bar packages will be charged for anyone over the age of 21 in your final guest count attending the event regardless if they are a non-drinker. When extending the bar past 4 hours you will need to also do so for all guests that are over 21 in your final guest count. You may also elect to only be charged for consumption past the fully hosted bar package time frame you select. Bars can not exceed a maximum length of 6 hours.

Partially Hosted Bar Package Options (4hr)*

Beer/Wine/Soda \$27

(with your guests purchasing their own cocktails)

Any fully hosted bar package option above that then becomes a cash availability option for your guests after the hosted time frame.

Split Hosted Bar Package Option*

\$14 per adult minimum

When not purchasing a fully hosted or partially hosted bar package, but desiring to have a bar available for your guests, the host must purchase at a minimum two drinks in advance per adult guest from your final guest count. We will provide you with tickets to provide your adult guests. The tickets can be used for beer, wine, soda, well or call level cocktails. Hosts determine what offerings are made available to their guests for use of the tickets. Once the guest utilizes their tickets than they may purchase their own additional beverages.

Bartender Fees

Bartender to guest ratio - Fully Hosted Bar 1 per 75 guests, Partially Hosted and Split Bars 1 per 100 guests.

Each bartender will be charged at \$150 for 4hr minimum, and then \$25 per hour for each additional hour the bar is extended.

All pricing above is per person. ***Please request a complete beverage menu for all our fully and partially hosted bar package options, split hosted bar package options, liquor brand availability, further bar offerings, services and fees.** Events seeking to supply donated bar product must first receive approval from The Willows. Bartender, corkage and handling fees will apply. All food and beverage purchases are subject to a 24% service charge fee & current Indiana taxes. Bars do not close during dinner. Cash bar sales can not be applied to the food and beverage minimum. The Food and Beverage minimum must be met before service charge and tax are applied.

Personnel Services Pricing and Vendors

Personnel Services

Event Decor Set-up and Tear-down Attendant - \$350 (up to 12 total hours provided for charge)

Host Door Greeters - \$25 an hour per greeter

Coat Check Attendant - \$25 an hour per attendant

Hors D' Oeuvres Passers - \$25 an hour per server

Buffet Set-Up and Service - \$200 per 100 guests

Donated/Specialty Dessert Handling and Serving - \$2 per guest

Satellite Bar setup and tear down - \$150 (1 per 125 guests)

Bartender to guest ratio - Fully Hosted Bar 1 per 75 guests, Partially Hosted and Split Bars 1 per 100 guests.

Each bartender will be charged at \$150 for 4hr minimum, and then \$25 per hour for each additional hour the bar is extended.

Dinner Service Wine Pour - \$3 per adult from final count (must be hosting wine during time of pour)

Stewards to pass beer, wine, champagne, specialty cocktails - \$25 an hour per steward

Corkage and Handling Fee for Donated Bottled Beer - \$2 per guest

Corkage and Handling Fee for Donated Wine/Champagne - \$7 per bottle

Corkage and Handling Fee for Donated Liquor for Cocktails - \$6 per guest

Audio/Visual

Markey's is our exclusive provider for all Audio/Visual needs on property.

Please inquire for a full listing of services and prices.

Upgraded Event Decor

A Classic Party Rentals is our exclusive provider for decor options.

We will provide you with an estimate upon your vision and needs.

Established Vendors (non-exclusive)

Please inquire to receive a listing of vendors that have previously supported and serviced our hosts and their guests.

You are not required to select vendors from the list.

Schedule Your Visit!

We provide first class event management services from the moment you book to the completion of your event. Contact one of our managers below to schedule a site visit and a pre-booking consultation. Our event team works collectively to create menus and room diagrams to fit your vision, event timing, suggest the ideal bar option (if needed), and logistics to make your event seamless and unforgettable.

CALL:

317-251-2628

VISIT:

willowsevents.com

Charlie Moore: General Manager

Email: Charlie@crystalcatering.com

Miranda Kessler: Assistant General Manager

Email: Miranda@crystalcatering.com



Testimonials

Wonderful place for any type of event! Had a great time.

-Lara, Guest

Wanted to thank you for a wonderful and beautiful evening at the Willows for our dinner. The place was beautiful and the deck worked out perfectly for the cocktail hour. Of course, the food was outstanding with many compliments from the guests. One lady mentioned that this was the best meal she has ever had at this type of an event. Thanks again for how wonderfully the evening went.

-Jim, Client

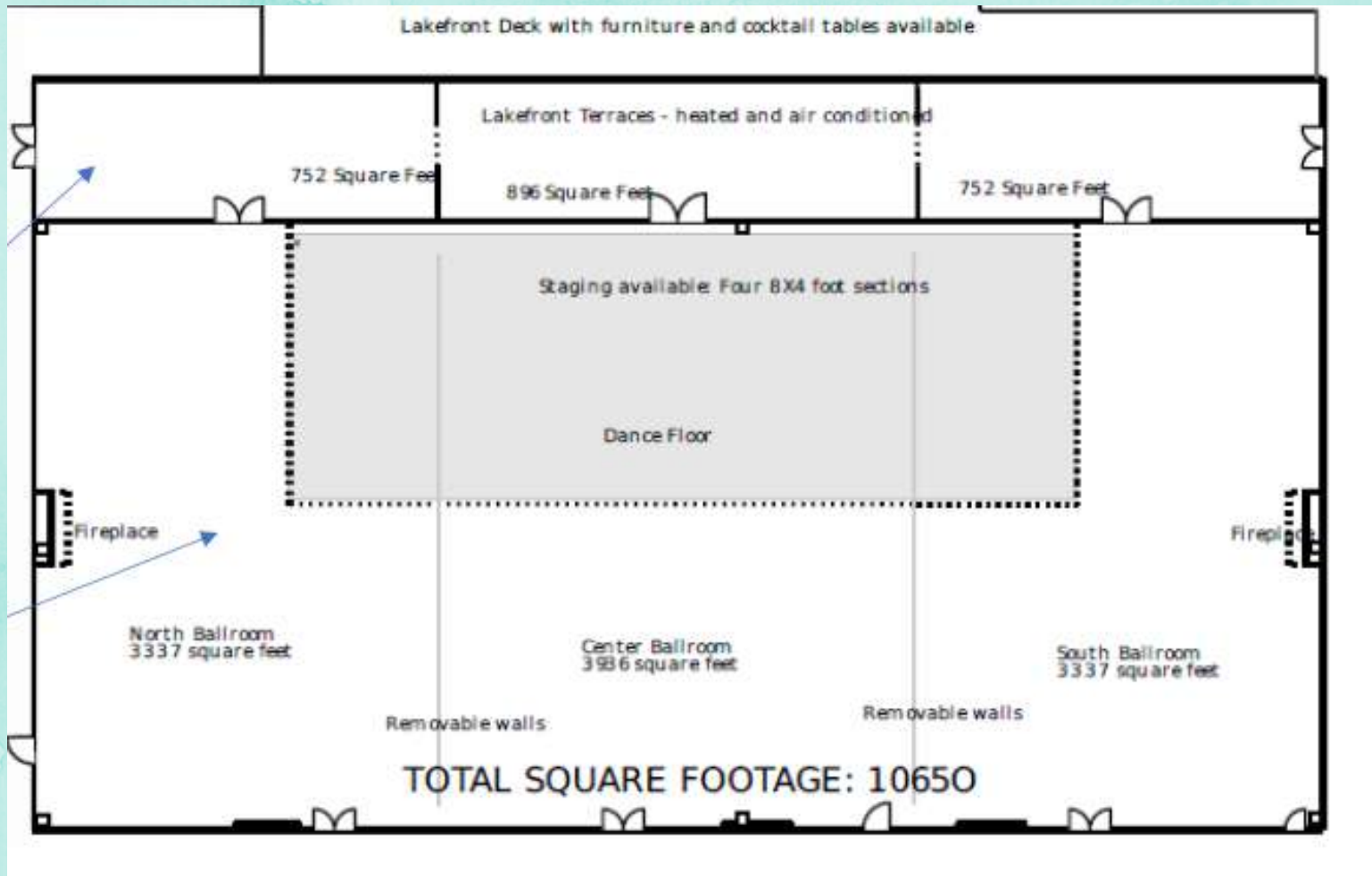
The venue is very nice, spacious and elegant.

-Nicole, Guest

We wanted to be sure to thank you for all of your help in making our event a great evening for all in attendance. We loved working with your staff and are so appreciative of their flexibility with us. Please be sure to thank all of the staff for a great experience! We also want to be sure the chef knows how much we appreciated the beautiful and yummy dessert! It was enjoyed by the guests who won it!

-Cori, Client

Ballroom, Deck and Terrace Floorplan



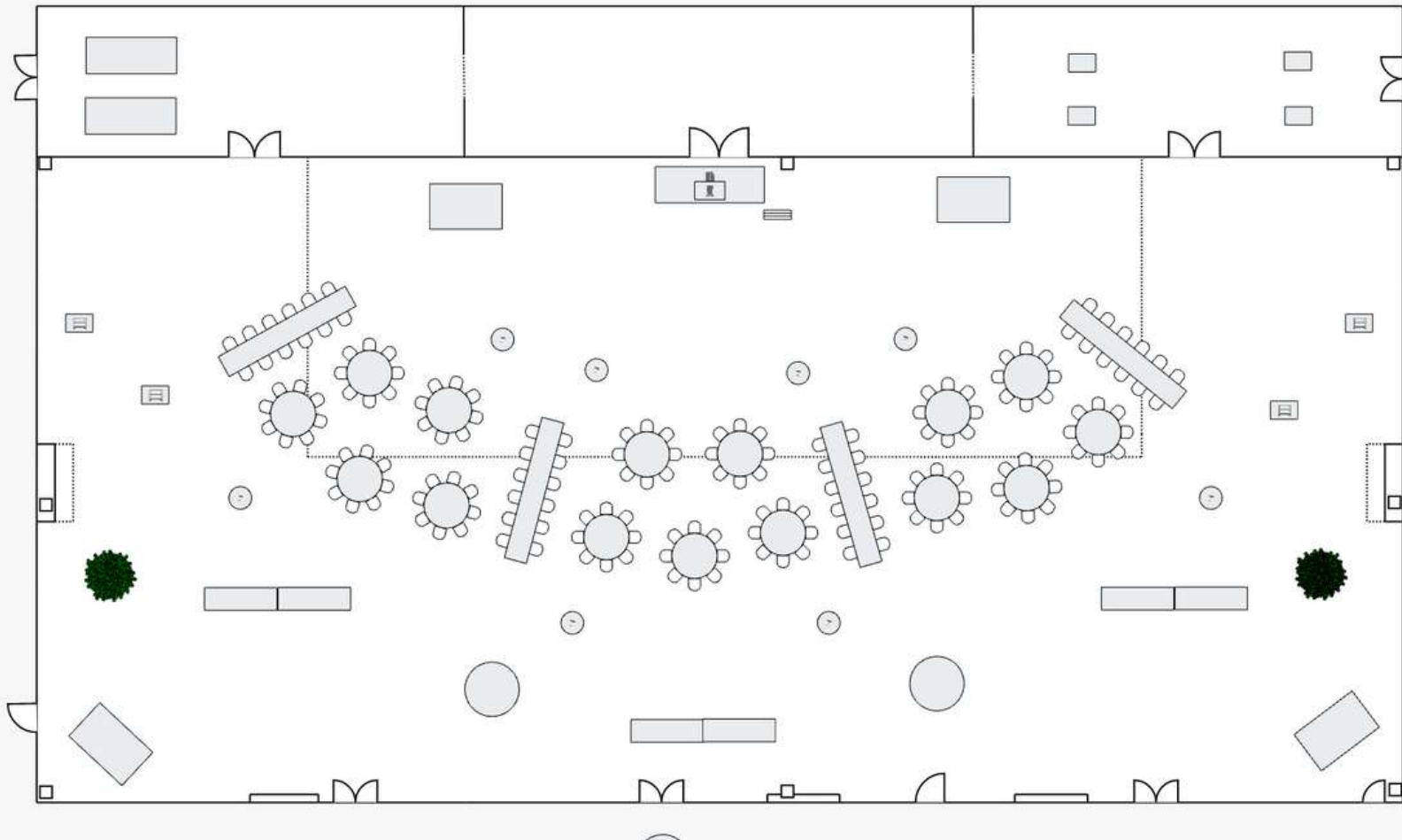
Maximum of 500 guests for Seated Meals with a Limited Dance Floor

Maximum of 600 guests for Seated Meals without a Dance Floor

Maximum of 1,000 guests for Standing Cocktail Reception in the Ballroom only

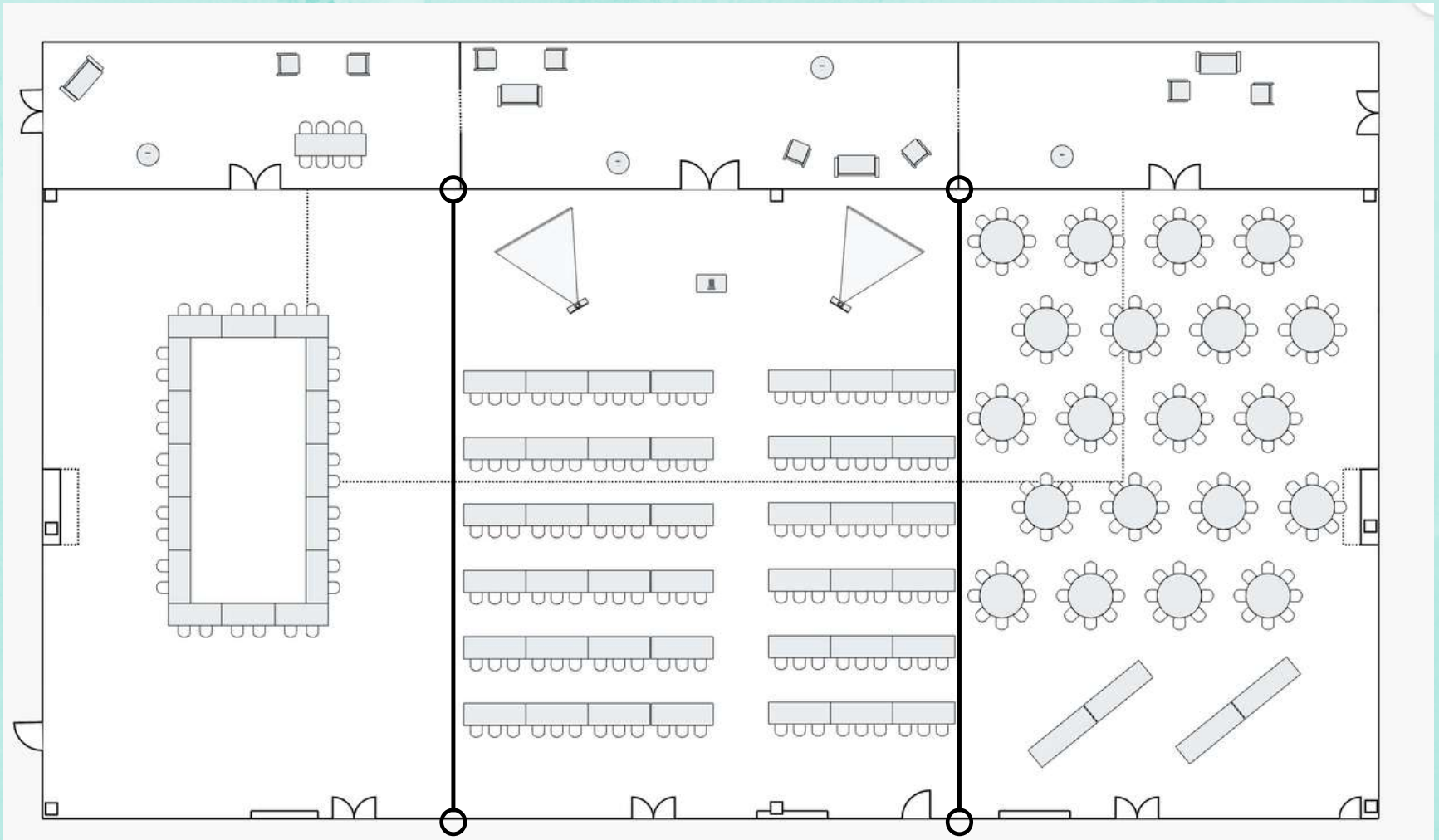
Additional outdoor space available in the Terrace (2,400 sq. ft) and Overlook Deck (2,900 sq.ft.)

Mock Diagram for a Social Event in the Ballroom



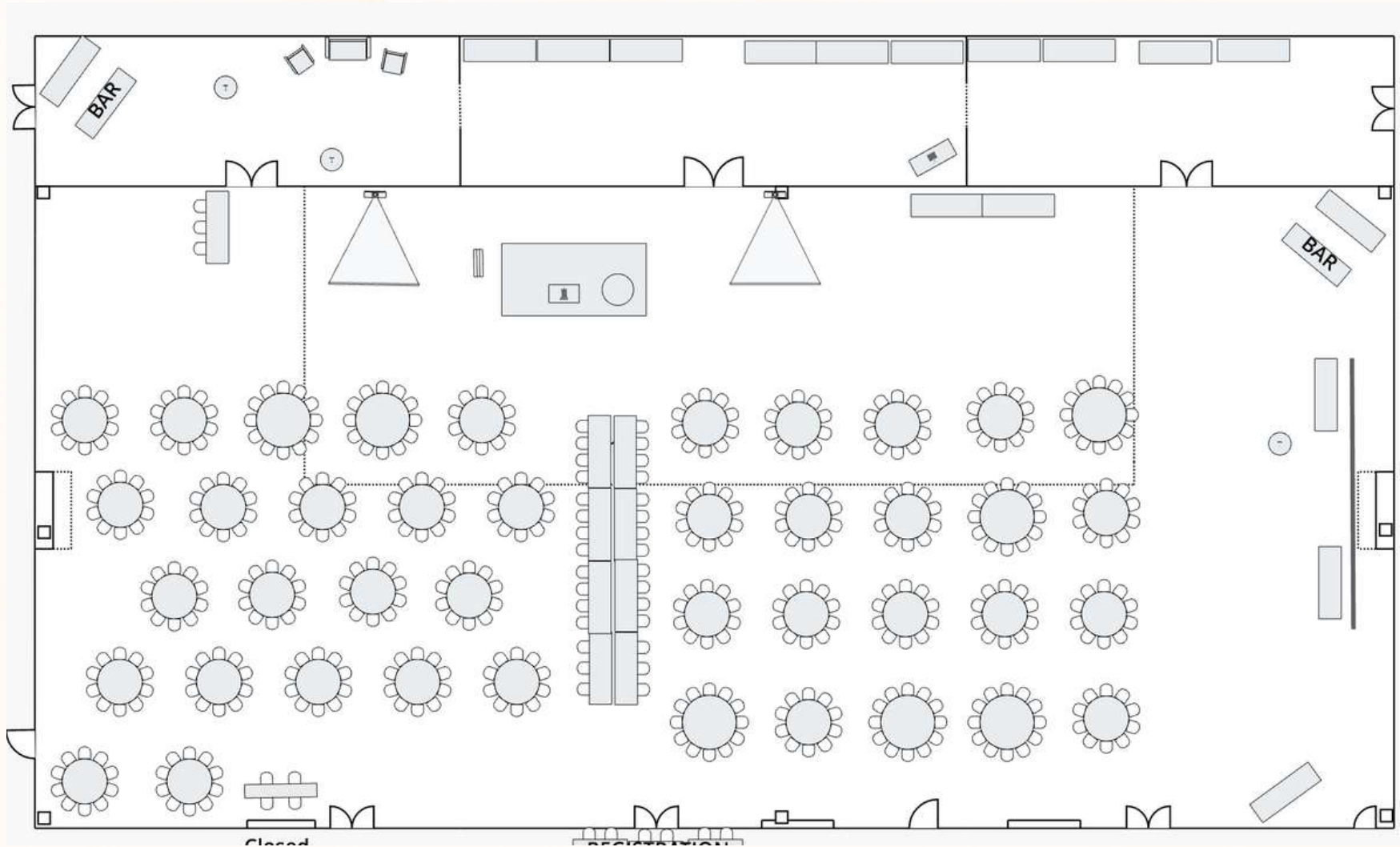
This client wanted to host a unique event with a layout that promoted socializing, food stations and an open bar for their holiday party. Weather permitting, the terrace and overlook deck can be utilized for outdoor space as well.

Mock Diagram for a Business Event in the Ballroom



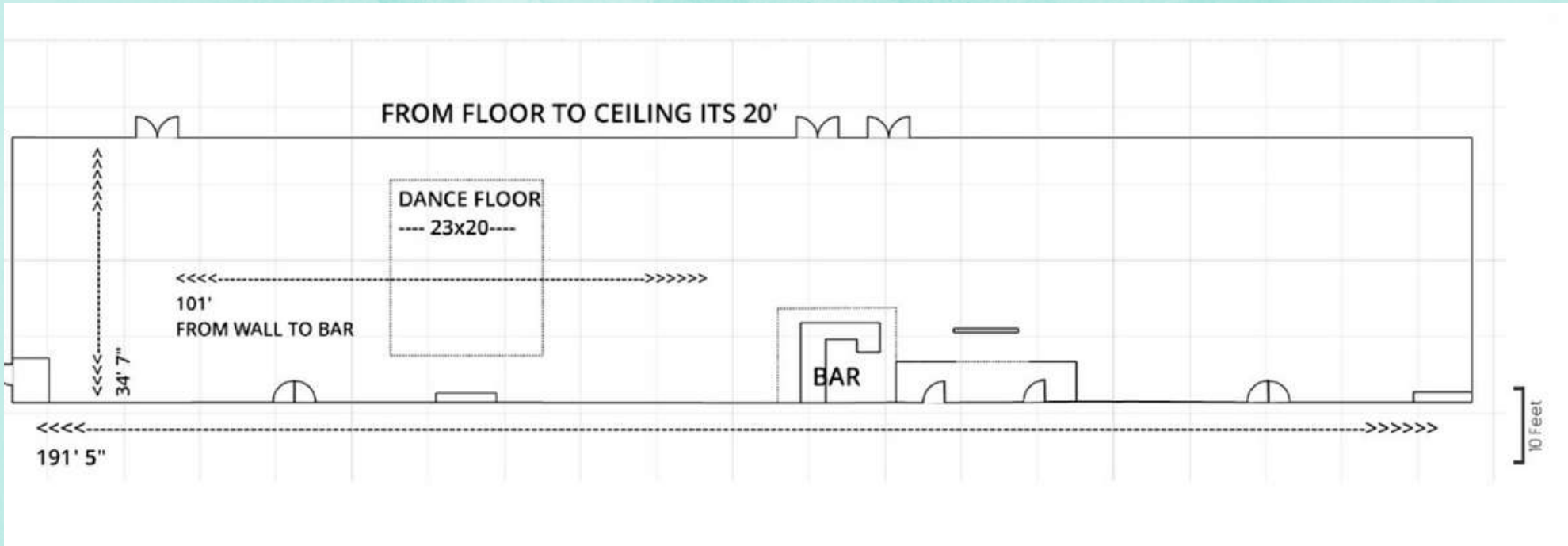
This client hosted an all-day training seminar utilizing the three separate Ballrooms. In one, they had a breakout session. In another, they had a group presentation and in the third space they utilized it for meals and an end of day wrap up session. Weather permitting, the terrace and overlook deck can be utilized for outdoor space as well.

Mock Diagram for a Large Fundraising Event in the Ballroom



This client hosts an annual fundraising event where the terrace is utilized for a silent auction. Cocktail reception prior to the event promotes socializing and previewing of silent auction items.

Lodge Floorplan



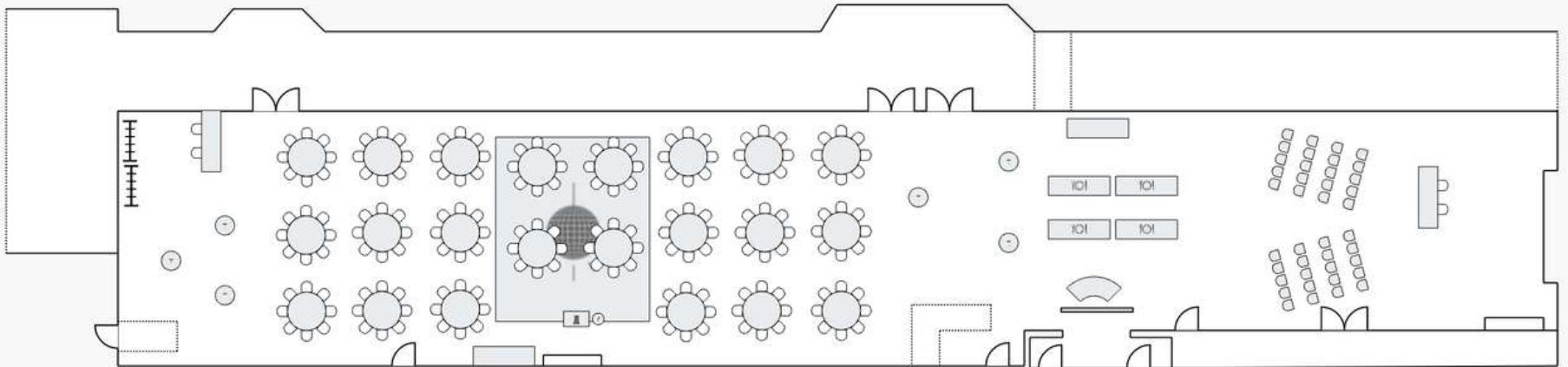
Maximum of 225 Guests for Seated Meal with Dance Floor

Maximum of 250 Guests for Seated Meal without Dance Floor

Maximum of 400 for Standing Cocktail Reception in Lodge only

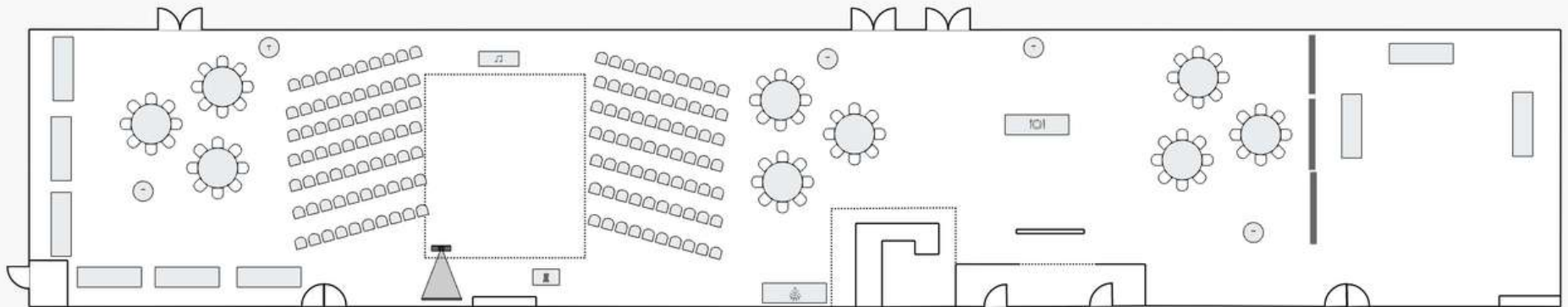
Additional outdoor space available on the Terrace (1,600 sq. ft.) and Lodge Deck (2,000 sq. ft.)

Mock Diagram for a Business Event in the Lodge



This client hosted a business luncheon that had a breakout setup for their executive team meeting. Weather permitting, the overhang and Lodge Deck can be utilized for outdoor space as well.

Mock Diagram for a Social Event in the Lodge



This client hosted a presentation and awards dinner with a cocktail hour that included passed hors d'oeuvres and an open bar. Weather permitting, the overhang and Lodge Deck can be utilized for outdoor space as well.