

# Maven space

**Are you ready to plan an absolutely fabulous event?**



## **WOW Your Guests at Maven Space.**

Located in the historic Gibson Company building in downtown Indianapolis, Maven Space features two stunning and unique event spaces with floor-to-ceiling windows and loads of natural light, affordable on-site parking, and a flexible, wide-open floor plan with A/V included in all event space rentals.

Maven Space is the perfect spot for sales kickoff meetings, corporate retreats and meetings, baby and bridal showers, networking events, birthday, anniversary and holiday parties.

With an “anything is possible” attitude and a team of wildly passionate and immensely capable Mavens making things happen, Maven Space is the most fabulous, unique and flexible meeting and event venue in town. Maven Space Events feature creative, seasonal and beautifully presented breakfasts, lunches and hors d’oeuvres menus. Outside caterers are welcomed for plated dinner affairs.

## **Ready to plan something fabulous?**

**Contact Karen Kennedy, event sales director, today.**

Call: 317-515-7414

Email: [karen@mavenspace.co](mailto:karen@mavenspace.co)



## Meeting and Event Spaces and Rates



### The PNC Event Space

2335 square feet

200 auditorium-style; 100 seated dining

A/V and meeting equipment included with this event space:

10 Wireless mics and 4 Lavaliers

6' x 10' overhead projection screens (3)

44" x 56" mobile white boards (4)

- Includes 6' and 8' banquet tables, chairs and linen for up to 100 guests.
- Additional rentals may be needed for larger groups.
- A/V tech assistance for live streaming, event recording and specialized video will be quoted separately.

PNC Event Space	10-24	25-49	50-99	100-200
M-F (day or eve)	\$100/hr	\$150/hr	\$175/hr	\$200/hr
Sat/Sun (3 hr min)	\$175/hr	\$200/hr	\$225/hr	\$250/hr



### Maven Cafe

1800 square feet

100 seated dining; 150 cocktail reception.

Includes tables and chairs for up to 65 guests.

- Additional rentals may be needed for larger groups.
- Two monitors to display custom slides are included in this event space.
- Portable sound system may be rented for \$100.

Maven Cafe	10-49	50-99	100-200
M-Fri (eve only)	\$75/hr	\$125/hr	\$150/hr
Sat/Sun (3 hr min)	\$125/hr	\$150/hr	\$200/hr





**Full Venue**

- 5000 square feet; 150 seated dining; 300 cocktail reception.
- All A/V listed in the PNC Event Space is included at no extra charge.
- Full Venue rental DOES NOT include use of the fitness center.
- All-day (8 hours+) rentals receive a 15% discount.

<b>Full Venue</b>	<b>Maximum capacity= 300</b>
<b>M-F</b>	<b>\$200/hr</b>
<b>Sat/Sun (5 hr min)</b>	<b>\$350/hr</b>



**Mavens Meet Boardroom (semi-private)**

240 square feet  
Seats 10-12

Note: additional tables and chairs can be added to accommodate up to 20.

Screen and whiteboard included.

**\$50/hour**



**The "Share Your Genius" Content Studio/Meeting Room (private)**

240 square feet  
Seats up to 8

Screen is included. Whiteboard available upon request at no additional charge.

**\$50/hour**

## Food and Beverage Menus

Self-serve ice water is provided for all meetings and buffet-style meals.

### Breakfast and Meetings

#### Breakfast meeting coffee service: \$4.00 per person

- Hubbard and Cravens coffee and hot tea service

#### All-day coffee and beverage service: \$5.00 per person

- Hubbard and Cravens coffee and hot tea service
- Assorted sodas and iced tea

#### All-day snack service: \$5.00 per person

- Assorted whole fresh fruit
- Assorted individual salty snacks
- Granola bars

#### Continental Breakfast: \$8.00 per person

- Orange and cranberry juice
- Fresh fruit salad
- Assorted freshly baked breakfast pastries

#### Bagel Bar: \$10.00 per person (Minimum= 15 guests)

- Orange and cranberry juice
- Fresh fruit salad
- Assorted bagels and cream cheeses

#### Smoked Salmon and Bagel Bar: \$15.00 per person (Minimum= 15 guests)

- Orange and cranberry juice
- Fresh fruit salad
- Assorted bagels and flavored cream cheeses
- Smoked salmon
- Capers, tomatoes and red onion

#### Yogurt Parfait Bar: \$7.00 per guest (Minimum= 15 guests)

Honey-almond granola, mixed berries and Greek yogurt

#### Add a bit of bubbly!

Mimosas \$7.00 each

Mimosa bar with assorted juices

(Charged on consumption; \$24 per bottle, plus \$4 per person for juices)

#### Freshly baked chocolate chip cookie break: \$3.50 each

## Buffet Lunches

### Boxed Lunch: \$15.00 per person

(Minimum= 10 guests, minimum of 5 per sandwich selection on assortments.)

Please notify us of any gluten-free guests in your group.

- Chicken or tuna salad wrap (or on greens for GF)
- Chicken club wrap
- Caesar chicken wrap
- Mediterranean veggie wrap; hummus, feta, bell peppers, olives, sliced cucumber and mixed greens on a tomato basil wrap
- Kettle chips
- Grapes
- Freshly baked chocolate chip cookie

### Sandwich and Salad Buffet: \$23.00 per person

(Minimum= 15 guests)

- Chicken and tuna salad
- Fresh seasonal green salad
- Black bean-veggie salad
- Croissants and rolls
- Kettle chips
- Freshly baked chocolate chip cookies

### Slider Buffet: \$24.00 per person (2 sliders per person; add \$4 for additional sliders)

(Minimum= 30 guests; minimum 15 of any slider)

- Grilled chicken breast sliders; with herbed goat cheese, spinach, apricot preserves, crunchy onions
- Veggie sliders; with bell peppers, cucumbers, hummus, arugula, feta
- Crispy Pork Tenderloin; with cheddar cheese, cornichons, dijonaise, mixed greens
- Fresh fruit salad OR black bean salad
- Fresh seasonal green salad
- Kettle chips
- Freshly baked chocolate chip cookies

## Buffet Lunches, continued

### Wrap Sandwich Buffet: \$22.00 per person (one full wrap per person, cut in half)

(Minimum= 30 guests; minimum 15 of any wrap)

- Chicken or Tuna Salad Wraps
- Chicken Club Wraps
- Mediterranean Veggie Wraps; hummus, spinach, bell peppers, cucumbers, shredded carrots, black olives, feta and Green Goddess dressing
- Fresh seasonal green salad
- Kettle chips
- Freshly baked chocolate chip cookies

### Italian Bar: \$24.00 per person

(Minimum= 25 guests)

- Meatballs in spicy marinara
- Macaroni and cheese topped with chives and rustic breadcrumbs
- Shredded parmesan
- Caesar Salad
- Fresh fruit salad
- Breadsticks and rolls
- Assorted dessert bars

### Taco Bar: \$23.00 per person

(Minimum= 25 guests)

- Shredded spiced chicken breast
- Shredded cheddar and queso fresco
- Green and red salsa, guacamole and tortilla chips
- Corn and flour tortillas
- Sour cream
- Black bean, roasted sweet corn and bell pepper salad
- Assorted dessert bars



## Mix & Mingle and Receptions



### **The Magnificent Maven Charcuterie Table: \$17 per person (Minimum= 15 guests)**

- Assorted meats and cheeses, caprese skewers, hummus, spinach-artichoke dip, breadsticks, crackers, grapes, strawberries, bell peppers, cherry tomatoes, cucumbers, olives, nuts, dried fruit, baskets of snack mix, chocolate-covered pretzels & macarons

### **The Magnificent Maven Grazing Table: \$25 per person (Minimum= 25 guests)**

- Assorted meats and cheeses, caprese skewers, hummus, spinach-artichoke dip, breadsticks, crackers, grapes, strawberries, bell peppers, cherry tomatoes, cucumbers, olives, nuts, dried fruit, chocolate-covered pretzels
- Grilled chicken sliders and shrimp cocktail shooters
- Pastry display: Assorted dessert bars, fruit and macarons

### **Elegant Passed Light Hors d'oeuvres Reception: \$24.00 per person (Minimum= 25 guests)**

- Meatball shooters with sweet Thai chili sauce
- Medjool dates stuffed with pancetta and herbed goat cheese
- Mini crab cakes with spicy remoulade
- Brie and apricot phyllo cups
- Shrimp cocktail shooters

### **Fruit and cheese: \$8.50 per person**

- Fresh fruit and cheese display with assorted crackers

### **A Simple Nosh: \$12 per person**

- Fresh fruit and cheese display with assorted crackers
- Hummus & spinach artichoke dip with tortilla chips and fresh veggies

### **Heavy Hors d'oeuvres Reception A: \$32 per person**

(Minimum= 25 guests)

- Meatballs with sweet Thai chili sauce
- Chicken sliders with herbed goat cheese, spinach, apricot preserves, crunchy onions
- Shrimp cocktail shooters with tequila-lime cocktail sauce (1 per person)
- Hummus & spinach artichoke dip with blue corn tortilla chips and fresh veggies
- Fresh fruit and cheese display with assorted crackers
- Bite-sized wedge salads
- Assorted cookies, bars and fresh berries

### **Heavy Hors d'oeuvres Reception B: \$37 per person**

(Minimum= 25 guests)

- Roast beef sliders with horseradish sour cream, blue cheese crumbles, arugula, crunchy onions (1.5 sliders per person)
- Mini crab cakes with spicy remoulade
- Shrimp cocktail shooters with tequila-lime cocktail sauce (2 per person)
- Fresh fruit and cheese display with assorted crackers
- Mini twice baked potatoes
- Bite-sized wedge salads
- Dessert table: Towers of assorted pastries, macarons, cheesecake bites, fresh berries and chocolates

### **Elevated Comfort Food Passed Hors d'oeuvres Reception:**

**Four items: \$30 per person. Each additional item: \$5 per person.**

(Minimum= 50 guests)

- Meatball and mac and cheese shooters
- Mini pork tenderloin sliders with crispy onions, pickles, dijonnaise and sharp cheddar
- Chicken and waffle bites with hot honey drizzle
- Blackened shrimp cups with mango salsa
- Waygu beef cocktail wieners in puff pastry; black sesame seeds, grainy mustard
- Mini twice baked potatoes
- Wedge salad bites; blue cheese, pancetta, grape tomato
- Triple chocolate mousse cake shooters
- Tiramisu shooters



**“Around the World” Food and Drink Tour \$42.00 per person\***

(Minimum= 50 guests)

Want to give your guests a completely unique food and wine adventure? Take them on a culinary “tour” at Maven Space. Each station around the Space is a different destination. It’s a fabulous way to get your guests interacting and sampling lots of different food and wine!

**Station Options: (Choose 4; additional stations are \$12 per person)**

- **New Zealand:** Shrimp cocktail with kiwi and mango salsa; paired with Sauvignon Blanc
- **Spain:** Albondigas (Spanish meatballs); paired with Rioja
- **France:** Brie and fig tartlet; paired with White Bordeaux
- **Argentina:** Corn and potato empanadas; paired with Malbec
- **Mexico:** Mini chicken tacos with salsa verde, queso fresco and cilantro; paired with clementine tequila
- **California;** Mini crabcakes with spicy remoulade; paired with Chardonnay
- **Germany:** Chicken schnitzel with apple chutney; paired with Riesling
- **Italy:** Tiramisu; paired with Prosecco

\*Please note: an additional staffing fee of \$250 applies to this package.

\*Add beer pairings to each station for an additional \$5 per person.

## Ala Carte Hors d'oeuvres

All ala carte bites, shooters, cups and sliders require a minimum of 24 pieces

**Dips & Spreads: (priced per person; served with corn tortilla chips & fresh veg)**

- Hummus \$3
- Cold spinach-artichoke dip \$4
- Warm bacon, cheddar and artichoke dip \$5
- Pimento spread \$5
- Guacamole \$5

**Cold Bites: (served on platters; priced per piece)**

- Boursin-stuffed peppadews with fresh chive \$3
- Brie and apricot phyllo cups \$3
- Manchego and fig crostini \$3

**Warm Bites: (served in chafers; priced per piece)**

- Mini crab cakes with spicy remoulade \$4
- Meatballs with sweet Thai chili sauce \$3
- Medjool dates stuffed with pancetta and herbed goat cheese \$3

**Skewers: (priced per piece)**

- Caprese: Mozzarella, cherry tomato and basil \$3
- Italian: Salami-wrapped mozzarella cubes with peppadew peppers \$4
- Honey-lime shrimp and mango with fresh mint \$5

**Cups: (priced per piece)**

- Shrimp cocktail shooter with spicy remoulade \$4
- Buffalo Chicken phyllo cup with celery and blue cheese drizzle \$4
- Meatball shooter with ginger-honey teriyaki sauce \$4
- Charcuterie cup: (9 oz) Italian skewer, caprese skewer, nuts, dried fruit, crackers, dark chocolate-covered pretzel \$10

**Sliders: (priced per piece)**

- Beef tenderloin with blue cheese mayo, arugula, crunchy onions \$6
- Grilled Chicken breast; with herbed goat cheese, spinach, apricot preserves, crunchy onions \$5
- Veggie; with bell peppers, cucumbers, hummus, arugula, feta \$3
- Crispy Pork Tenderloin; with cheddar cheese, cornichons, dijonaise, mixed greens \$5

**Sweets:**

- Dessert Tower: mini pastries, dessert bars & fresh berries \$5 per person



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	Glass	Bottle
<b>White Wine:</b>		
Riesling; Ste Michelle	\$9	\$39
Chardonnay; Los Cardos	\$9	\$39
Sauvignon Blanc; Overstone	\$8	\$37
White Bordeaux; Les Portes de Bordeaux	\$8	\$37
Pear Rose; Daniels Vineyard	\$9 (can)	
<b>Blush Wine:</b>		
White Zinfandel; Love; Sip and Share	\$9	\$39
Rose; Studio	\$8	\$37
<b>Red Wine</b>		
Cabernet; Storypoint	\$9	\$39
Pinot Noir; Cline Cellars	\$9	\$39
Red Blend; Dark Horse	\$8	\$37
Malbec; Dona Paula Los Cardos	\$9	\$39
Sweet Red; Oliver Winery	\$7	\$32
<b>Bubbles:</b>		
Brut Bubbles; Daniels Vineyard	\$9 (can)	
California Sparkling; Wyclif	n/a	\$24
Secco; Prosecco	n/a	\$24
<b>Beer and Cider: (cans)</b>		
Great Day IPA; Guggman Haus	\$8	
Hefeweizen; Guggman Haus	\$8	
Sun King; Wee Mac	\$7	
Dry Cider; Ash and Elm	\$6	
<b>Ready-to-Drink Cocktails:</b>		
Cucumber Basil Lime Vodka; Adult Spring Break (ASB)	\$11	
Strawberry Bitter Orange Gin; Adult Spring Break (ASB)	\$11	
Old Fashioned; St. Elmo	\$13	
Cosmopolitan; St. Elmo	\$13	
Sparkling Vodka Cranberry Tartini; Two Chicks	\$10	
Sparkling Paloma	\$9	
Gin & Tonic; 8th Day Distillery	\$10	
Maui Mule; Cardinal Spirits	\$8	
<b>Non-Alcoholic</b>		
Busty Lush (Lavender Margarita)	\$11	
Sovi (n/a sparkling wine)	\$9	
Canned Sodas (Pepsi, Diet Pepsi, and Starry)	\$3	
Bubly sparkling water	\$3	



## Available Activations

### **Guided Group Wine Tastings with Sommelier Bellini Becky**

This is a 1 1/2-hour guided wine tasting experience with Indianapolis' own Bellini Becky, a certified Level One sommelier and wine travel expert. Includes six 1.5 oz pours of a variety of wines, along with an introduction to wine tasting and food pairing. It's a fun and interactive experience for your whole group!

**Pricing:** \$350 for up to 10 people, \$650 for up to 25 people, \$950 for up to 50 people

### **Mixology Classes with Mixo Indy (min 10 ppl; max 20 ppl)**

The mixology class is another great way to get your group mixing (literally!) and mingling. They'll learn the nuances of creating craft cocktails and get recipes to take home with them.

**Pricing:** \$75 per person

### **Bouquet Bar**

Delight your guests by bringing a flower market to them! Your guests can pick their perfect take-home bouquet, complete with ribbon and tissue paper to wrap it up!

**Pricing:** Starts at \$18 per person, plus a \$300 set-up and staffing fee.

### **Guided Meditation with Esme Faire**

You choose the path you want your group to take, whether it's envisioning goals, setting intentions, or simply relaxation.

**Pricing:** \$125 per hour

### **Chair Massage with Rejuvenate Massage and Wellness**

You choose the length of sessions for each of your attendees.

**Pricing:** \$125 per hour, per therapist (plus a \$50 per therapist travel fee)

### **Private Yoga Class with Erin Polley; The Hot Room Yoga Studio**

Get your group up moving and stretching with a mid-day yoga break. They'll return to their meeting refreshed, rejuvenated and ready to get back to business!

**Pricing:** \$350 for a 60-minutes class

## Event Enhancements

### Event Recording, Live Streaming or Other Specialized AV Support

\$1500 for a full 8-hour day. (or \$200 per hour.)

### Event Decor

- **Custom-colored linens:**  
\$5.00 per rectangular tablecloth  
\$12 per round tablecloth  
\$1.00 per napkin
- **Custom large fresh flower centerpieces:**  
\$50 per table
- **Custom small fresh flower centerpieces:**  
\$20 per table
- **Votives** (gold mercury glass with flameless inserts)  
\$1.00 each



### Sound System for Maven Cafe

- \$100.00 per event. Includes two speakers and one wired microphone.

### Slide Show for Maven Cafe

- If you provide us with either a still image or a slide show at least five days prior to your event, we are happy to play it on the two screens in Maven Cafe at no additional charge.

### Music in Maven Cafe

- We use Spotify, and we are happy to play whatever playlist you like for your event!

### Cake Plating Service

- You are welcome to bring in your own cake for your events. If you would like the Maven Space team to cut, plate and serve your cake for you, the fee is \$1.50 per person.

## Meet the Maven Space Events Team!

The Maven Space Events team is a dynamic and energetic group with a flair for creativity, a keen eye for detail and an unwavering can-do attitude. They're standing by and ready to make you look like a hero at your next event by providing extraordinary service, exceptional food and an unforgettable event your guests will talk about for years to come.



### **Karen Kennedy, Director of Event Sales and Marketing**

Karen has a long history in events and hospitality management. As a manager, owner and consultant, she has worked in upscale restaurant concepts in Chicago, northern Indiana and Vermont. In Indianapolis, she owned an events and catering company called Small Potatoes. Karen loves nothing more than a party, and her philosophy has always been, "The answer is YES. What is the question??" She lies awake at night dreaming of ways to make events more festive and unique.



### **Jason Jones, Assistant Events Director**

Jason has years of experience in retail, catering and events. He was previously a partner in a catering business and is passionate about flawless customer service and attention to the smallest of details. Jason has a propensity for finding creative solutions and is always bursting with ideas for ways to make events special.

Jason is thrilled to be a part of the Maven Space team, and takes his role as our only male Maven Space team member very seriously. (Think heavy lifting and reaching high things...) And, oh man, does he love to create a beautiful tablescape!





## Private Event Policies

### Private Event Service Charges and Fees

- Food and beverage prices are subject to 7% sales tax, 2% Marion County food and beverage tax, and a 22% gratuity/service fee.
- All event space rentals are subject to 7% sales tax.
- Bartenders (for both host-sponsored and cash bars) are billed at \$50 per hour, per bartender.
- All events will have at least one onsite event coordinator, billed at \$50 per hour. Based on the complexity of your event, your room rental may be subject to a room setup and cleanup fee, and/or an additional event coordination fee.
- If your event is ticketed/open to the public, (EventBrite, etc) you must provide a person to check in your guests and remain at the front desk throughout your event. If you're not able to do this, we can provide an additional event coordinator at \$50 per hour.
- If you would like additional security for your event, we can retain building security for you. The cost is \$50 per hour.
- We do not have a food and beverage minimum.

### Alcohol policies and attendee age limits

- Maven Space is an adult space. **We do not allow children under the age of 12.** Please notify the Events Director if you will have attendees under the age of 21 if alcohol is being served at your event. We will provide a team member to check IDs and issue wristbands. The cost for this is \$30 per hour.
- We take our responsibility for the safe service of alcohol very seriously. We reserve the right to discontinue service to any guest at any time during an event if we feel they are in danger of being overserved (whether they are driving or not.) We will notify the host of the party prior to doing so.

### Deposits, additional hours, guarantees and attendance

- Upon contract signing, a 50% deposit (on both room rental fees as well as estimated food and beverage based on your minimum food and beverage guarantee) is required to secure your event space. (You will be able to tweak your menu and timeline as planning continues.)
- One hour of client set-up time is included complimentary in event space rentals. Your event rental time continues until your team/guests have vacated the Space. (It does not include our team's time cleaning up after that. Additional set-up time will be billed at 50% of your venue rental rate.
- Failure to vacate meeting and event spaces within the time reserved, or accessing areas during your event that were not included in your original reservation may result in additional charges.
- Deposits are non-refundable if your event is canceled less than 45 days prior to your scheduled date. Rescheduling of events will be accommodated as possible.

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- Your expected attendance for your event must be received by Maven Space no less than four business days prior to your event date. Once we receive your expected attendance, you'll receive an invoice for your minimum guarantee or your expected attendance, whichever is greater. Your balance must be paid in full no less than 48 hours prior to your event.
- On booking your event, please let the Events Team know if you have any dietary restrictions or allergies in your group.
- Please notify Maven Space as soon as possible if your guest count increases after you've given us your expected attendance. We will do our best to accommodate your additional attendees and will issue an invoice for your additional guests. Should your actual attendance exceed your expected attendance, you will be issued a follow-up invoice for your additional attendees.

## Decor provided by you

- Please, no confetti or other table sprinkles. (They're impossible to clean up!)
- Nothing may be taped to the walls or columns. However, you may tap small nails into the shiplap wall just south of the Cafe counter/bar area and you may tape decorations on the glass partitions around the Cafe counter and/or the counter itself.
- If you are having outside decor delivered to the Space (such as a balloon arch) you **MUST** make arrangements with your vendor to have it removed either at the end of your event or at the time the Space opens the next day.

## Outside Catering

- Maven Space does allow outside caterers. **HOWEVER, PLEASE NOTE: We do not allow drop-off catering! Caterer/vendor must provide a service person to maintain the food and pack up/clean up/remove all outside food, place all food-related trash in trash receptacles (provided) and wipe all countertops and surfaces.**
- The outside catering fee ranges from \$250-\$500 and will be based on the complexity of your event, the food you plan to serve and the amount of Maven Space kitchen space/equipment needed.
- Maven Space does have an onsite ice machine, and you are welcome to ice at no charge.
- The Maven Space catering kitchen has a tabletop convection oven, three-bay sink, ample counter space for prep and limited refrigeration. We also have chafing dishes and other large serving platters available to rent for your event.
- If you choose to use an outside caterer, you agree to be responsible for all food-related clean-up, and provide all of your own service items, including linens for your food table(s), disposable plates, forks, napkins and cups. Additional charges will apply if Maven Space has to provide any of these items.

## Parking

- Metered street parking is readily available along Capitol, Michigan, Vermont and Illinois.
- There is an on-site paid lot (credit card only) on the south end of the building, accessible from Capitol Avenue. This lot has a maximum capacity of 100 cars. Please ask your guests not to park in any spots labeled for other tenants of the Gibson Building.  
**Rates: \$8 for up to 3 hours, \$13 for 3-24 hours.**
- Event hosts may also purchase parking passes for their attendees at the garage at 327 N. Illinois Street (just a 5-minute walk from Maven Space.) We must have a final count at least 48 hours prior for the amount of parking passes needed. Once these have been paid for, no refunds can be issued for unused passes.

## Nonprofit Organizations

We are pleased to offer nonprofit organizations the following discounts:

- 15% discount on all Maven Space event space rentals.
- 20% discount on all Maven Space event space rentals with \$500 or more in food and beverage purchased.

Tax exemption certificates must be submitted upon event booking.

## Ready to plan something fabulous?



**Contact Karen Kennedy today.**

Call: 317-515-7414. Email: [karen@mavenspace.co](mailto:karen@mavenspace.co)