



2022 Birthday Parties

Garfield Park Arts Center (GPAC)

Indy Parks & Recreation Facility

2432 Conservatory Drive, Indianapolis, IN 46203

Celebrate a special birthday with a unique art experience at the Garfield Park Arts Center!

What is a birthday party at the GPAC?

You and your party guests will get two hours of rental time in one of our art rooms where you will get to explore a hands-on art activity led by one of our family of professional teaching artists.

What's Included?

- 2 hours of rental time.
- 1 hour with an instructor for a facilitated art activity with all needed materials.
- 2 - 6' banquet tables and chairs for any refreshments you may choose to provide. Additional tables may be requested.
- Currently birthday party rentals are available on Saturdays in the mornings and afternoons. Evenings can be accommodated, but an extra fee for staff time may apply. Please call for hours and availability.

Pricing, Payment and Cancellations:

- Birthday packages are \$150 for a 2- hour party. Pricing includes materials for up to 10 guests and the birthday child is free. A fee of \$5 will be added for each additional guest, with a **maximum of 16**. Number of guests must be confirmed 2 weeks in advance when full payment is due. If unsure of count, host will be charged for 16 guests.
- A \$50 payment is required to reserve your party. The remaining balance must be paid in full 2 weeks prior to the party.
- Parties cannot be booked less than 2-weeks in advance. No exceptions.
- **Cancellations:** Parties cancelled more than 2 days in advance will receive a refund minus a \$20 fee. Fees paid for parties cancelled less than 2 days in advance are non-refundable.

Refreshments & Decorations

- Party hosts are responsible for providing refreshments. If you wish to have food delivered, a member of the party must wait at the lobby entrance for the delivery.
- All decorations and tableware must be provided by the party host. Please no glitter or confetti!

Party Host Responsibilities

- Host may arrive up to an hour prior to your scheduled party time to decorate the room. You must arrive no less than 30 minutes prior to your scheduled party time to greet your guests. Tables and chairs will be provided; however, party hosts must set up and break down.
- Art activity starts promptly at designated time. NOTE: GPAC staff is bringing activity to your room; chairs and tables must be pre-set by party host. GPAC staff is not responsible for setting up or breaking down tables and chairs.

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317-327-7135 | GPAC@Indy.Gov
www.gpacarts.org | @GPACIndyParks





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- A minimum of 2 adults must be present in the room at all times to supervise preschool, youth and teen parties. Please note that the building will be open to the public, and negative behavior must be immediately addressed by adults in charge.
- Children 12 and under must stay in the room with the party guests or be escorted by an adult through the building for safety reasons.
- The party host is responsible for conducting additional games and activities, if desired. GPAC staff is responsible for facilitating the chosen art activity only. Guests are only permitted to have activities in assigned rooms.
- The party host is responsible for cleaning up at the end of the party from refreshments, games, gift opening, décor, etc. GPAC staff is responsible for cleaning up after the chosen art activity only. We will provide trash cans and liners.

Possible Art Activities:

All activities are customizable to fit the birthday theme!



Clay Insect



Clay Pretzels



Rock Painting



Wacky Watercolors



Fuse Bead Rainbows



Wire Drawings

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INTEREST FORM

You will have to sign an official rental agreement with Indy Parks & Recreation before your reservation is complete.

Who is the party for? _____ Age _____

Party Host's Name _____

Phone Number _____ Email _____

Address _____

Date of Party _____ Time _____

Expected number of guests _____ Adults (youth parties) _____

Age range of primary guests _____

Chosen Art Activity _____

Birthday Theme _____

Party Host Signature _____

Date _____

GPAC Staff Signature _____

Date _____

Please check here if you DO NOT want your event photographed for promotional purposes by the GPAC and Indy Parks and Recreation.

Notes:

For Office Use Only:

Amount Paid _____ Date _____ Staff _____

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