



111 East Walnut Street - Brownstown, IN 47220

OddFellows is a historic intimate venue space located on the Jackson County Courthouse Square in Brownstown, Indiana. The building has been meticulously renovated and equipped with modern amenities to host a variety of different functions.

ABOUT THE VENUE AND WHAT'S INCLUDED:

Below is a brief description of the space and a list of amenities included with each rental:

- Approximately 1,300-square foot, street-level venue space
- Capacity for up to 62 guests
- The main room measures approximately 18' by 50'.
- 2 bathrooms (one is ADA accessible)
- Fully equipped modern kitchen (refrigerator w/ ice maker, stove, microwave, dishwasher & sink).
- High quality sound system (Bluetooth connection to your iPhone or laptop).
- A 65" flat screen TV is available (extra fee).
- Outside catering welcome (preferred vendor list available)
- Unlimited free wi-fi
- Ample free parking
- Chiavari chairs (60) w/ cushions
- 60-inch round tables (6)
- 6 foot rectangular tables (2)

OddFellows will set up your room, per your direction, and with seating for up to 60 people with white (or cream) table linens. We will also take care of the "end of event" clean-up (\$75 cleaning fee).

OddFellows will provide one staff member (Event Attendant) who will be on call during the event. The cost of the Event Attendant is included in the rental rates quoted above.

Decorations are welcome; however, absolutely **no** nails or tape on the walls/ceiling and no confetti or glitter may be used.

PRICING AND TERMS:

Rental Rates for *OddFellows* event venue & meeting space are as follows:

SPECIAL EVENT PRICING *****

Weekday Rates	Sunday - Thursday
Hourly	\$ 75/hour (3 hour minimum)
5 hours	\$ 350
All Day	\$ 525

Weekend Rates	Friday & Saturday
1 - 5 Hours	\$ 600
All Day	\$ 925

Time periods above include set up and breakdown/conclusion of event.

“All Day” is defined as 8 hours. Start time no earlier than 8am (negotiable). All events must be concluded by 11:00pm ET.

A \$75 cleaning fee will be required for all rentals. The cleaning fee may be waived on a case-by-case basis for short term ‘as is’ rentals.

SATURDAY & SUNDAY SHOWER PACKAGE *****

Odd Fellows is the perfect venue for bridal or baby showers. To help simplify your shower planning event we offer the following weekend shower package.

Weekend Day	Event Time
Saturday	9:00 am - 3:00 pm
Sunday	9:00 am -3:00 pm or 5:00 pm to 11:00 pm

\$400 (plus \$75 cleaning fee)

Includes: 6 hour venue rental, tables, table linens & chairs.

The venue is available for short term use (drop in / “as is”) for 1-3 hours based on availability. The minimum rental rate and minimum time may be waived based on individual needs and set up.

The rates listed above are for one-time events. Recurring use of the space on a regular basis (daily, weekly, monthly use) is welcome! Recurring rental rates vary based on length of use, frequency & term. Please contact us to discuss your particular needs.

ALCOHOL POLICY: *****

OddFellows does permit alcoholic beverages to be served in our facility subject to meeting the following requirements: proof of insurance, signature of liability indemnification agreement, and signature of release. You must be responsible for serving any alcoholic beverages, as we are not permitted or licensed to serve.

DEPOSIT & PAYMENT POLICY: *****

OddFellows requires a deposit of \$100.00 to reserve the date for your event. This deposit will be returned to you within one week following the date of your event. Payment is due in full in advance of your event (details provided in rental agreement).

For additional information, visit our website:

www.111eastwalnut.com

Better yet, visit us in person!

We would love to show you the space and discuss the details of your event.

To schedule an appointment or if you have any questions, please email:

oddfellows@111EastWalnut.com