

OddFellows is a historic intimate venue space located on the JacksonCounty 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)
- 8ft rectangular tables (4)

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.

OddFellows will provide one staff member (Event Liaison) 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.

#### 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](http://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 us:  
[oddfellows@111EastWalnut.com](mailto:oddfellows@111EastWalnut.com)