

corporate & business

minnetrista rentals & catering



minnetrista.net/PlanYourEvent

 minnetrista
gathering place



Thank you for considering Minnetrista.

As a premier and unique venue in East Central Indiana, Minnetrista has been hosting business and organizational occasions for more than eight years. Whether you are planning a corporate meeting, regional conference, team training, or an office holiday gathering, Minnetrista is the go-to venue in Muncie for all of your business event needs.

When you book a venue at Minnetrista, our Sales & Events Coordinator will assist you throughout the rental process. We are here to meet with you and provide corporate services in order to execute your event successfully from beginning to end. Our goal is to deliver high quality rentals to local organizations, including premium catering services, personalized event coordination, and six exceptional indoor venues.

Please contact Minnetrista's Sales & Events Coordinator to begin planning your event today.

**Sales &
Events Coordinator**

765.287.3506

1200 n. minnetrista pkwy.
muncie, in 47303

minnetrista venues

All indoor venue pricing includes room, chairs, and tables. **Standard Room Rentals** are for full daytime use or six hours in the evening. **Discounted Room Rentals** are for four hours or less.

Small Conference Room

Standard Room Rental\$100
*Discounted Room Rental\$50

Large Conference Room

(audiovisual included)
Standard Room Rental\$250
*Discounted Room Rental\$150

Indiana Room

(audiovisual included)
Standard Room Rental\$500
*Discounted Room Rental\$300

Cantina

(audiovisual included)
Standard Room Rental\$500
*Discounted Room Rental\$300

Hackley Gallery

(available after 5:30 p.m.)
Standard Room Rental\$400

The Gallery at Minnetrista

(availability changes seasonally)
Standard Room Rental\$1,000
{Rental of The Gallery at Minnetrista includes use of Hackley Gallery at no additional charge.}

***Discounted Room Rentals** are only available Monday–Friday, during museum hours (8:00 a.m.–5:30 p.m.), and must use Minnetrista Catering for all food and beverage needs.

Interested in hosting an outdoor corporate occasion, such as a company picnic or garden cocktail hour? Ask Minnetrista’s Sales & Events Coordinator for our outdoor venue list. Please visit minnetrista.net/PlanYourEvent for venue capacities, photos, and descriptions.



linen, accessory, & audiovisual rentals

Linen Pricing

Standard Length Round or Rectangular Table Cloth	\$5
Floor Length Rectangular Table Cloth.....	\$10
Floor Length Round Table Cloth.....	\$15
Cloth Napkins	\$.50 starting price
Table Skirting.....	\$30

*Ask Sales & Events Coordinator about available colors and material options.

Accessory Pricing

Portable Bar (includes linen covers, bar back table and ice cooler).....	\$50
Stage Section (8 foot x 6 foot).....	\$35
Table Numbers & Holders Set.....	\$15
Tiered Table	\$10

*Ask Sales & Events Coordinator for additional accessory rental items including Ball jars, mirrors, vases, candles and candle holders.

Audiovisual Pricing

Please note: podium, sound, projector, projector screen, microphone, and laptop are automatically included with Indiana Room, Cantina, and Large Conference Room rentals. Audiovisual is an additional fee for all other indoor rooms and all outdoor venues.

Portable Podium	\$20
Portable LCD Projector & Screen (includes laptop and av table).....	\$50
Easel	\$10
Flip Chart (includes paper and markers).....	\$15
Portable Sound System	\$200
Grand Piano (only available inside, price includes tuning).....	\$200

*All rented audiovisual will be set up and torn down by Minnetrista staff.
Client is responsible for running equipment during event.



minnetrista catering

Allow Minnetrista Catering to delight your guests with a premier event catering experience. Quality ingredients, from scratch and homemade items, customizable menu selections, and professional service all make Minnetrista Catering stand out as a top event caterer. Create your own personalized menu, or choose from one of our chef-inspired dishes listed in the following pages. Look no further than Minnetrista Catering for all of your distinctive food and beverage needs!

Catering Policies at a Glance

For complete list of Minnetrista Catering policies, see catering contract.

- Minnetrista Catering requires a separate catering contract to guarantee service.
- All food and drink (alcoholic and non-alcoholic) brought into Minnetrista must be provided by Minnetrista Catering or one of the Minnetrista-approved outside caterers. Use of unapproved food or drink may result in the cancellation of event at any point and/or dismissal of guests.
- Whether client is using Minnetrista Catering or an approved outside caterer, a catering service/facility fee will be charged to food and drink total.
- All Minnetrista Catering for indoor events includes china, silverware, glassware and paper napkins. Linen and decorations are additional fees. All Minnetrista Catering for outdoor events includes quality disposable china, flatware and cups. Approved outside caterers will be responsible for providing their own disposable china, flatware and cups for outdoor events.
- Clients will be billed a \$3.00 up charge for guests who require dietary restriction accommodations. Please ask the Sales & Events Coordinator for more information.
- In accordance with Indiana State and Delaware County tax requirements, we collect all applicable sales taxes on Minnetrista Catering food and beverage purchases.
- Minnetrista does not permit guests to take **seconds in the buffet line**. Any food items left over at the conclusion of an event will be disposed of properly by Minnetrista staff and may not be removed from the premises by client or his/her guests. Due to this policy, Minnetrista's Sales & Events Coordinator will work with the client to obtain the most accurate guest count and numbers.
- Minnetrista reserves the right to charge client estimated counts if guarantees are not received by the catering contract guarantee date. You will be billed for 100% of your guarantee or the exact number of guests, whichever is higher. Changes in total price may occur due to additional requests.
- Events where alcohol is being served, client agrees to the following conditions:
 - All served alcohol must remain in rented reception space only.
 - All alcohol must be provided by an approved outside caterer. No other alcohol is permitted at Minnetrista at any time during rental.
 - Client may be subject to the following if guests break set alcohol policies: forfeiture of damage deposit; expulsion of event guests from venue; early event cancellation.

All Minnetrista Catering is buffet-style service only. Drinks are self-served via a beverage station, not on guest dining tables. Iced water is complimentary with all buffet, snack, dessert, and à la carte orders. Silverware, glassware, china, and paper napkins are included with all orders. All breakfast, lunch, themed, and formal buffets must have a minimum of 25 people. All non-buffet orders—à la carte, appetizers, desserts, beverages—must have a minimum catering total of \$100 during museum business hours, Monday through Friday, and \$300 after museum hours and on weekends. (These minimums do not include the 18% service fee.)

minnetrista catering

- Breakfast Buffets -

Breakfast buffets are served with regular coffee, hot tea, iced water, and your choice of one juice—orange, cranberry, grapefruit, pineapple, or apple. Priced per person.

- Continental Breakfast** \$11
Choice of three of the following breakfast sweets: Gourmet muffins, Danishes, scones, cinnamon buns, variety specialty breads, bagels, or donuts served with seasonal sliced fruit.
- Morning Glory** \$12
Choice of meat or vegetarian egg casserole served with either biscuits or toast and seasonal sliced fruit.
- Southern Style** \$10
Choice of sausage or vegetarian white pepper gravy over buttermilk biscuits served with scrambled eggs and hash browns.
- Tour de France** \$15
Choice of freshly made sweet or savory crepes drizzled in variety toppings served with croissants and either sausage or bacon.
- Burrito Bar** \$14
Build-your-own breakfast burritos filled with scrambled eggs, sausage, sautéed vegetables, cheese, and toppings.
- Parfait Gourmet** \$9
Individual-sized parfaits with yogurt and granola layered with your choice of the following fruits: strawberries, blueberries, peaches, blackberries, or raspberries.
- Quiche Delight** \$14
Breakfast quiches in a variety of flavors served with either croissants or toast and seasonal sliced fruit.



À La Carte: Fruit

- Medium Seasonal Sliced Fruit Tray\$65 serves 30-40
Served with yogurt dip
- Large Seasonal Sliced Fruit Tray.....\$100 serves 50-60
Served with yogurt dip
- Small Whole Fruit.....\$35 serves 15-20
Includes apples, oranges, bananas, and grape bunches
- Medium Whole Fruit.....\$60 serves 25-30
Includes apples, oranges, bananas, and grape bunches

À La Carte: Breads

- Mini Plain Bagels \$14/dozen
Served with whipped cream cheese
- Regular-Sized Bagels \$24/dozen
Choice of plain, cinnamon raisin, everything, or blueberry
flavors. Served with whipped cream cheese
- Variety Flavored Scones..... \$24/dozen
Choice of blueberry, raspberry white chocolate chunk,
and apple cinnamon.
- Iced Cinnamon Buns..... \$14/dozen
- Chocolate or Glazed Donuts..... \$15/dozen
- Assorted Mini Muffins.....\$8/dozen
Blueberry, Lemon Poppy Seed, Raspberry, and Carrot Cake
- Banana Nut or Blueberry Gourmet Muffins \$27/dozen

À La Carte: Snacks

- Kettle Chips\$13/one pound
- Chex Mix \$17/two pounds
- Pretzels \$7/1.25 pounds
- Trail Mix.....\$40/one and a half pounds
- Granola Bars.....\$1.50/bar
Charged by consumption

Beverages

- Bottled Water\$1.25/bottle
- Juices..... \$20/gallon
—orange, cranberry, grapefruit, pineapple, apple
- Minnetrista Apple Cider \$25/gallon
Available seasonally
- Iced Tea \$15/gallon
Served with variety sugars
- Hot Tea \$0.50/tea bag
Charged by consumption
- Regular & Decaffeinated Coffee \$15/gallon
Served with variety sugars and creamers
- Soda Cans..... \$1.25/can
—coke, diet coke, sprite, charged by consumption
- Lemonade.....\$18/three gallons
- Punch.....\$25/three gallons



Chef's
Favorite





Ball Family
Heritage Recipe





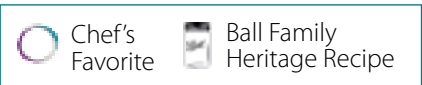
minnetrista catering

Cold Appetizers

Shrimp cocktail shooters	market price/24 count
Deli pinwheels.....	\$30/60 count
Cream cheese pesto crostini.....	\$65/96 count
Cream cheese pepper jelly crostini 	\$43/96 count
Caprese skewers.....	\$100/48 count
Antipasto skewers.....	\$136/48 count
Cucumber smoked salmon bites 	\$86/48 count
Medium crudité tray.....	\$70 serves 40-50 served with dill dip
Large crudité tray	\$120 serves 60-70 served with dill dip
Medium seasonal sliced fruit tray.....	\$65 serves 30-40 served with yogurt dip
Large seasonal sliced fruit tray	\$100 serves 50-60 served with yogurt dip
Small assorted cheese tray	\$45 serves 20-30 served with crackers
Large assorted cheese tray.....	\$90 serves 40-50 served with crackers
Pita bread and vegetables	\$115 serves 45-55 served with roasted red pepper hummus

Hot Appetizers

Variety quiches.....	\$72/48 count
Southwest chicken quesadillas.....	\$55/25 count
Meatballs.....	\$45/100 count in choice of bourbon, Swedish, BBQ, or sweet-n-sour glaze
Cheese and sausage stuffed pastries 	\$45/30 count
Spanakopita	\$40/24 count
Bacon wrapped asparagus.....	\$38/24 count
Spinach artichoke tartlets	\$112/96 count
Mozzarella stuffed chicken parmesan meatballs drizzled in marinara.....	\$118/36 count
Crab Rangoons in sweet Thai chili sauce.....	\$64/25 count
Stuffed mushrooms	\$94/48 count
Bacon cheddar potato bites	\$92/48 count
Bacon-wrapped Medjool dates filled with goat cheese	\$100/48 count
Chicken satays in dill cilantro sauce.....	\$75/25 count
Meatloaf cupcakes 	\$94/48 count
Beef Wellingtons with au jus	\$82/25 count



- Pick Two Buffet - Soup, Salad, or Sandwich

Buffets include regular and decaffeinated coffee, iced tea, and iced water. Served with your choice of two of the following: Kettle chips, fruit salad, or cookies. Ketchup, mustard, mayonnaise, and pickles are included as accompaniments to sandwiches. **\$15 per person.**

Soups

- Vegetable  . Corn Chowder 
- Chicken and Rice . Hearty Chili
- Savory Pumpkin Bisque . Tomato Basil Bisque
- Spicy Chicken Tortilla . Loaded Potato Bacon
- Broccoli and Cheese

Side Salads

Choice of baby spinach, field greens, iceberg, romaine, or pasta salad adorned with selection of three toppings and two dressings.

Toppings:

Ham, turkey, cherry tomatoes, cucumber, red onion, parmesan cheese, cheddar cheese, shredded carrots, green peppers, black olives, croutons, hard-boiled egg

Dressings:

Ranch, French, Italian, honey mustard, balsamic vinaigrette, Caesar

Sandwiches

- Chicken, egg, or tuna salad on croissant
- Roasted turkey or ham, lettuce, tomato, and cheddar cheese on artisan bread
- Roasted turkey or ham, lettuce, tomato, and provolone cheese with choice of dressing on tortilla wrap
- Spinach, red onion, tomato, cucumber, and feta cheese with hummus spread on tortilla wrap


- Themed Buffets -

Buffets include regular and decaffeinated coffee, iced tea, and iced water. Salad, entrées, sides, and beverages will be served at buffet and beverage stations. Desserts will be plated at guest rounds. Priced per person.

Little Italy\$20

Choice of chicken or eggplant parmesan with roasted red pepper and Alfredo pasta served with Caesar salad, garlic breadsticks, and tiramisu.

Backyard BBQ\$18

Choice of shredded BBQ pork or chicken on buns served with spinach salad, macaroni and cheese , roasted vegetables, and apple pie.

Gourmet Picnic in the Park\$18

Choice of grilled premium bratwurst or angus hamburgers complete with toppings and pretzel or poppyseed buns served with BBQ baked beans, pasta salad, potato chips, and blondie brownies.

Fiesta\$20

Choice of Chicken or Pork Fajitas complete with toppings and tortillas served with Mexican rice, refried beans, and tres leches cupcakes.

Southern Fried\$17

Traditional style fried chicken served with mashed potatoes and gravy, home-style green beans, buttermilk biscuits, and fruit cobbler.

Kick'n Cajun\$22

Chicken and sausage jambalaya served with collard greens with bacon, cheddar jalapeno cornbread muffins, and bread pudding.

Chopsticks.....\$21

Choice of Hunan Beef or General Tso's Chicken in authentic Asian sauce over fried or white rice served with spring rolls and orange ginger fortune cakes.



Chef's
Favorite



Ball Family
Heritage Recipe



minnetrista catering

- Formal Buffets -

Buffets include regular and decaffeinated coffee, iced tea, iced water, rolls, and butter. **All salads and desserts purchased with Formal Dinner Buffets will be preset at guest rounds.** Entrées, sides, and beverages will be served at buffet and beverage stations. Priced per person.

Salads

Dressings can be served on salad or on the side.


Caprese \$6 Layers of vine-ripened tomatoes and fresh mozzarella with basil-infused balsamic drizzle	Mandarin \$3 Baby spinach topped with mandarin oranges, toasted almond slices, crispy noodles, and sesame ginger dressing
House \$3 Iceberg lettuce topped with tomatoes, cucumbers, shredded carrots, cheddar cheese, garlic croutons, and choice of ranch or French dressing	Berry \$4 Baby spinach topped with seasonal berry selection, feta cheese, candied pecans, and raspberry vinaigrette
BLT Wedge \$4 Iceberg lettuce topped with cherry tomatoes, bacon, croutons, and bleu cheese dressing	Spring Green \$5 Spring mix lettuce topped with pear slices, gorgonzola, dried cranberries, roasted walnuts, and champagne vinaigrette
Caesar \$3 Chopped romaine lettuce topped with banana peppers, black olives, garlic croutons, parmesan, and Caesar dressing	Savory \$3 Baby spinach topped with hard boiled eggs, bacon, red onion, goat cheese, and balsamic vinaigrette




Entrées: Poultry

Rosemary Chicken	\$9
Pan seared chicken breast with rosemary garlic butter	
Chicken Kiev	\$6
Fried chicken filled with herb butter	
Inside Out Cordon Bleu 	\$10
Fried chicken breast topped with prosciutto and provolone cheese	
Chicken Piccata	\$9
Italian-style fried chicken breast in capers and white wine lemon sauce	
Spinach Mozzarella Chicken	\$8
Chicken breast stuffed with baby spinach and fresh mozzarella cheese finished with red pepper cream	
Chicken Alfredo	\$9
Sliced chicken breast over penne pasta with creamy parmesan Alfredo	
Chicken Parmesan	\$10
Italian style fried chicken breast topped with parmesan cheese and marinara sauce.	


Entrées: Seafood

Apricot-Glazed Salmon	\$16
Salmon filet in a white wine, apricot almond glaze	
Lemon Tilapia 	\$8
Tilapia filet in lemon dill cream sauce	
Crab Cakes	\$15
Savory crab cakes drizzled in French remoulade	



Entrées: Beef

Home-style Meatloaf	\$5
Classic ground beef meatloaf dressed in spicy Sriracha glaze	
Sliced Roast Beef	\$15
Premium roast beef smothered in red wine hunter's sauce	
Steak Diane 	\$14
8 oz. New York strip steak topped with mushroom shallot cream sauce	
Filet Mignon	Market Price
Filet of beef with gorgonzola bacon butter finish	

Entrées: Pork

Sundried Tomato Pesto Tenderloin	\$8
Pork tenderloin roulade with sundried tomato, basil, parmesan and pine nuts	
Roasted Pork Chop	\$11
Seared pork chop on the bone topped with apple bourbon pan sauce	
Pork Medallions 	\$13
Boneless pork cuts with white wine Dijon cream sauce	
Sausage Lasagna	\$5
Spicy Italian sausage layered with marinara and mozzarella cheese	

Entrées: Vegetarian

Stuffed Portabella 	\$8
Portabella mushroom stuffed with baby spinach, sundried tomatoes, goat cheese, and herb bread crumbs	
Vegetarian Lasagna	\$4
Spinach, red peppers, and carrots layered in béchamel sauce	
Eggplant Parmesan	\$10
Fried sliced eggplant topped with marinara and fresh mozzarella	
Zucchini Ragout Polenta 	\$6
Roasted zucchini and summer squash in tomato sauce over cheesy polenta	
Roasted Spaghetti Squash	\$7
Asparagus and goat cheese medley with herbs over spaghetti squash	
Butternut Squash or Mushroom Ravioli	\$7
Choice of ravioli with signature sauce selection	



Chef's
Favorite



Ball Family
Heritage Recipe



minnetrista catering

Sides: Vegetables

Green beans almondine.....	\$2
Roasted asparagus with cherry tomatoes	\$3
Carrots in honey brown sugar glaze.....	\$2
Pan seared Brussel sprouts with bacon	\$3
Steamed broccoli with creamy mornay sauce ○	\$4
Seasoned herb cauliflower	\$3
Root vegetable medley 🍷	\$3
Corn succotash	\$4
Rutabaga and carrot mash	\$3
Seasonal vegetable medley.....	\$2
Home-style green beans	\$2
Creamed spinach.....	\$3
Whipped parsnips and chives.....	\$5

Sides: Starch



Roasted rosemary redskin potatoes.....	\$3
Wild rice pilaf.....	\$2
Garlic parmesan mashed potatoes	\$2
Feta basil orzo.....	\$3
Twice baked potatoes	\$4
Gourmet macaroni and cheese 🍷	\$3
Spicy curry quinoa.....	\$3
Cheesy polenta mash.....	\$3
Roasted red pepper risotto ○	\$3
Southern corn bake	\$2
Scalloped creamy potatoes	\$2
Penne pasta with choice of Alfredo or marinara sauce.....	\$6

Desserts

New York style cheesecake with choice of sauce	\$7
Classic pumpkin pie 🍷	\$4
Kentucky derby pie	\$4
Apple spice cake with cinnamon cream cheese frosting...\$3	
Seven layer raspberry white chocolate cake.....	\$7
Red velvet torte	\$4
Dark chocolate molten lava torte ○	\$6
Drunken raspberry chocolate mousse.....	\$4
Gourmet cookie	\$1
Gourmet cupcake	\$3
Outside bakery cake-cutting service	\$1.25/person
(includes forks, plates, and 1 cake box)	

Bite-Size Desserts

Assorted mini cheesecake.....	\$55/30 count
Gourmet mini cupcakes.....	\$78/48 count
Fried apple pie wontons ○	\$47/48 count
Deep fried banana fosters.....	\$80/64 count
Berry or pear brie baked wontons.....	\$38/48 count
Petit fours.....	\$45/45 count
Cream puffs served with choice of caramel or chocolate sauce	\$32/25 count

 Chef's Favorite	 Ball Family Heritage Recipe
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approved outside caterers

Minnetrasta Events prides itself on offering a variety of options when it comes to planning your special occasion. Therefore, we also offer six approved local caterers as possibilities for your event catering service. (Note: An 18% facility fee will be charged to clients via the approved outside caterer.)

Indy's Best Bar Service

(Bar-only Minnetrista preferred bar service)

Eric Shorts
317.332.5112
indysbestbar.com

Johnny Carino's

765.284.3196
carinos.com/muncie-in/catering/menu

MCL Restaurant & Bakery

765.289.2955
mclcatering.com

Mr. Mouse

765.759.7987
mrmousebarandgrill.com

Pete's Duck Inn

765.789.8488
petesduckinn.com/catering

Vera Mae's Bistro

765.747.4941
veramaes.com

VKA Kitchen & Catering

(Food only)
Valerie Alexander
765.748.3335
facebook.com/VKACATERING



muncie hotel recommendations

As you prepare for your special event, Minnetrista would like to invite you and your guests to stay at one of Muncie's reputable hotels. Our recommended list includes options to accommodate a variety of budgets and amenity preferences. Please contact each hotel individually to inquire about special rates or discounts for Minnetrista clients. Availability and offers are subject to change based on each hotel's seasonal restrictions.

Courtyard Muncie at Horizon Convention Center

765.287.8550
601 South High Street
Muncie, IN 47305
marriott.com/hotels/travel/indmu-courtyard-muncie-at-horizon-convention-center/

Fairfield Inn Muncie by Marriott

765.282.6666
4011 West Bethel Avenue
Muncie, IN 47304
marriott.com/hotels/travel/indmn-fairfield-inn-muncie/

Comfort Inn & Suites

765.587.0294
3400 North Marleon Drive
Muncie, IN 47304
choicehotels.com/indiana/muncie/comfort-inn-hotels/in248?source=gglocalai

Holiday Inn Express & Suites Muncie

765.289.4678 ext.408
4201 West Bethel Avenue
Muncie, IN 47304
ihg.com/holidayinnexpress/hotels/us/en/muncie/miewe/hoteldetail

frequently asked questions

Do you require a deposit?

No, we do not currently require a deposit for a typical corporate event. Only a signed rental contract is required in order to book your event. We will invoice you, in full, after your event has occurred. Payment is due within 30 days via check mailed to Minnetrista, or you may arrange another method of payment with the Sales & Events Coordinator.

Organizations hosting large social events or events open to the public may be required to pay a \$250 refundable damage deposit by the guarantee date listed in the rental contract. If no damages are found, the damage deposit would be refunded within two weeks after the event.

How long can we rent the space?

Standard Corporate Room Rentals are for full daytime use or six hours in the evening. **Discounted Corporate Room Rentals** are for four hours or less. Discounted Room Rentals are only available Monday–Friday, during museum hours (8:00 a.m.–5:30 p.m.), and must use Minnetrista Catering for all food and beverage needs. See venue pricing page for available discounts. **All events must end by 11:00 p.m. at the latest.** You will then have one hour to clean up, remove your personal belongings and decorations, and depart from the venue.

What parking lots are available for our event?

Minnetrista guarantees parking for all event guests. Parking locations may include: Minnetrista main parking lot, Nature Area gravel lot, LL Ball lot and Delaware County Fairgrounds. You may not request specific parking areas, and lot availability varies depending on event date and guest count.

Can we bring our own food and beverages?

All food and beverages must be provided by Minnetrista Catering or an approved outside caterer. We do not permit homemade, store bought, or carry-out restaurant food at any event.

Can we bring our own cake for our corporate celebration?

Yes, you may bring your cake from any bakery, pastry chef, or family baker. Our staff does not set up or move cakes. Most caterers charge a cake cutting fee to cut the cake for you, so be sure to check with your caterer on their individual policies. Please ask if you need advice on where to find a great cake!

What are your alcohol policies?

All alcohol must be provided by an approved outside caterer or bartender. The bar may not open until after 5:30 p.m., when Minnetrista has closed to the public. All served alcohol must remain in rented venue space only.

Minnetrista staff and hired event security have the right to warn and remove any guests or clients breaking this rule.

Do you require a contract or a deposit to secure Minnetrista Catering for our event?

Minnetrista Catering is not guaranteed until a separate Catering Contract has been signed between the client and a Minnetrista Sales & Events representative. Catering reservations may have limited availability and contracts should be signed early to ensure guaranteed service. Once the catering contract has been signed, changes to quantity and menu selections may be made up until the guarantee date listed in your contract. Minnetrista Catering does not currently require a catering deposit.



frequently asked questions

Are candles allowed?

Yes. They must be dripless and held in fully contained holders with the wick two inches below the top of the holder. Taper candles are not permitted.

When can we set up for our event?

All indoor and outdoor venues need to be set up on the day of the event. Minnetrista's Sales & Events Coordinator will notify you of how early you are able to access your venue.

Tents will be set up the day before by the tent company, and therefore you are able to decorate the top/ceiling of your tent prior to the day of your event. Minnetrista is not responsible for damaged or missing decorations that are left overnight. Please wait to decorate any tables under the tent until the day of your event.

Are there any decorations you do not allow?

The use of tape or other adhesives, nails, tacks, screws, or similar articles on walls, floors, or ceilings is not permitted. Sparklers, fireworks, and any other flammable items may not be used.

What is your rain policy for outdoor events?

We advise that all outdoor events have a backup plan in case of rain. If you are having a tented event, we recommend renting tent sides in case of rain or bad weather. Minnetrista does not include backup areas with any of its rental spaces free of charge. We do not refund money on events cancelled due to bad weather. If it rains earlier in the day and clears by your event start time, we will dry off the chairs and tables for your guests.

Do you collect taxes on any rental or catering fees?

Yes, you will be charged all applicable Indiana State and Delaware County sales taxes on venue fees, equipment rental, and Minnetrista Catering food and beverage purchases.

Do you require security?

Yes, Minnetrista reserves the right to require security, at the expense of the client, for an event that meets any of the following criteria:

- Event with forty or more guests occurring after museum operating hours (after 5:30 p.m.)
- Event utilizing Delaware County Fairgrounds' Parking will be required to have a security officer as a crossing guard for the duration of the event
- Any event serving alcoholic beverages will require security for the duration of the event

Minnetrista will hire security and deem the appropriate number of officers per event. All security costs (\$25/officer/hour) will be added to the client's invoice. Minnetrista hired security will have the right and responsibility to remove any guests breaking Minnetrista policies.



rental locations

Thank you, again, for choosing to share your special occasion with us!



Indoor Venues:

1. The Minnetrista Center Building
- The Gallery at Minnetrista
- Hackley Gallery
- Indiana Room
- Cantina
- Large Conference Room
- Small Conference Room

Outdoor Venues:

2. Rose Garden & Gazebo
3. Greensward
4. Wishing Well Garden
5. Orchard Courtyard
6. Oakhurst Formal Garden
7. Oakhurst Patio
8. Oakhurst Cabin Lawn
9. Oakhurst Front Porch & Lawn



minnetrista.net

1200 n. minnetrista pkwy. muncie, in 47303



minnetrista
gathering place

670165E