

To maximize your experience, we suggest the following guidelines:

- **Parking:** Parking at the Indianapolis Museum of Art is free. You have the option to park above ground as well as below ground. There are separate doors leading to the Deer Zink Events Pavilion from both above and below ground. Please look for signage to assist you in finding your way to the event.
- **On-Site Arrival:** Please plan to arrive 15 minutes prior to your reservation time.
- **Check-In:** Once you have arrived to the Deer Zink Events Pavilion, please check in with the staff members at the entrance to the event. They will check your party in and seat you once a table is available.
- **Making Your Reservation:** Reservations will be on a first come, first serve basis. The event is from 11:00 a.m.-2:00 p.m., with reservation slots every half hour. You are required to speak to the Nourish Events employee responsible for reservations to obtain a valid reservation and receive confirmation of your reservation. Leaving a message on voicemail, dropping off a note to Nourish Café, etc., does not reserve you a place at the event. Please refer to the IMA website to check on time slots and availability of reservations.
- **Cancellation Policy:** Reservations can be cancelled, without penalty, up until 5:00 p.m. the day prior to the event, which is Saturday, February 12, 2011. If you make a reservation and do not cancel or attend, a cancellation fee of \$10 per guest.
- **Payment:** Reservations will be taken prior to the event, where a credit card will be required to hold the spot. Your credit card will not be charged until you arrive to the museum and check-in.
- **Refund Policy:** All sales are final. No refunds.
- **Weather:** Nourish Events will make every effort to hold events as scheduled. Cancellation of an event is dependent on weather conditions at the IMA. The decision to cancel an event will be made as close to the event time as possible. Please refer to the IMA website for updated information (www.imamuseum.org).
- **Amenities:** Wheelchairs, high chairs and booster seats will be available by request. Items are based on availability.
- **Things to Note Before Making Your Reservation:** When calling the Nourish Events reservation line to make reservations, please have the following information ready:
 - How many in your party, how many adults and children
 - A Credit Card number to secure the reservation spot
 - Food Allergies, Dietary Restrictions
 - If you require a wheelchair, booster seat or highchair
 - Reservation time desired