



UNION
DEPOT
SAINT PAUL



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WAITING ROOM WEDDING RENTAL

Fridays & Sundays

\$3,500

Saturdays
(November-April):

\$4,000

Saturdays
(May-October):

\$4,500

The holiday weekends of: Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, and New Year's Eve have an additional \$500 holiday booking fee.

Rental pricing is subject to change. Your price and date will not be reserved until the contract is executed by both parties and a 50% down payment is made.

RENTAL INCLUDES

- Access to the venue from 8 AM to midnight the day of your event. To inquire about an exception to these access hours, please contact the Union Depot Events Team.
- Union Depot Special Events Coordinator to assist with building logistics, custom layout creation, and will be on-site for your wedding day.
- Choice of grey or black drape.
- Space to accommodate ceremony, cocktail hour, and reception.
- 60 six-foot round tables and 60+ six-foot rectangle tables.
- 600 white padded folding chairs.
- 12 high-top tables with optional black spandex cover.
- A private getting ready suite with full length mirrors and vanities.
- Life-Size Games: Connect 4, Jenga, Chess, Checkers, and Ping Pong Table.

CATERING & BAR

Union Depot has a list of Preferred Caterers who are contracted to provide catering and bar service in our unique event spaces. To receive this list or to inquire about a catering exception, please contact the Union Depot Events Team.

SECURITY

Event client is required to cover the cost of two Union Depot security officers at approximately \$42/hr per officer for the hours that guests are present. The minimum booking period for security is 4 hours.

INSURANCE

Event client is required to provide event insurance. The cost for procuring coverage with our insurance partner is approximately \$200.



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DÉCOR & VENDOR POLICIES

- Event client can choose any vendor for tabletop décor, floral, linens, DJ, band, and dessert.
- Union Depot has a list of preferred vendors to provide large décor items such as staging, tables, chairs, drapery, and audio visual equipment.
- Non-preferred décor vendors providing large décor items such as staging, tables, chairs, drapery, or audio visual equipment must sign a service contractor agreement and may be subject to a 15% venue fee.
- For the complete list of venue décor policies, please see the Union Depot Guidebook. Please note: cold sparklers, confetti and glitter, and helium balloons are not allowed inside our building. Floor decals and fog and smoke machines must be pre-approved by the Union Depot Events Team.
- A day-of wedding coordinator/contracted wedding planner is recommended.
- If a flip of the ceremony space during your wedding is desired, a \$250 flip fee will apply. This must be decided and paid 45 days before your wedding date.

ADDITIONAL RENTALS

- Veterans Gallery as a second getting ready room: \$500.
- Staging: \$200 or \$400 (depending on stage size).

PARKING

- Four Union Depot parking lots with more than 1,300 spaces, including covered parking options.
- Affordable weekday and weekend rates.
- Fully handicap accessible.
- Option to validate guest parking or hire valet service.



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