



UNION DEPOT

PRIVATE EVENTS GUIDEBOOK




UNION
DEPOT
SAINT PAUL



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Venue To-Do List	Applicable Fees	Due 
Sign Event Agreement and return to your sales contact.	N/A	Within 7 days of receiving
Make down payment. Make checks out to: Union Depot/RCRRA Write your event name on the memo line. Send checks to: Union Depot Management Office 214 4th Street East Suite 300 St. Paul, MN 55101 *Inquire with your sales contact regarding our credit card payment option (payments via Square add a 3.5% processing fee)	First half of total rental fee	Upon signing Event Agreement
Schedule 1st Consultation with your venue coordinator. Confirm vendors and complete Questionnaire at this time.	N/A	6 months prior to your event
Procure event insurance. Union Depot makes event insurance easy through <i>Eventsured</i> .	Approximately \$220 (event-dependent)	6 months prior to event
Sign police contract if applicable (required for events with more than 500 guests, school dances, concerts, and large activations outside of the Waiting Room).	1 SPPD officer (with a 3 hr minimum). Required while guests are present. Due to Union Depot with final payment.	2-3 months prior to event
Sign Allied Universal Security contract.	2 AUS officers at approximately \$42/hr (with a 4 hr minimum). Required while guests are present. Due to AUS after event.	2 months prior to event
Make Final Payment.	Second half of total rental fee + police coverage fees (if applicable)	45 days prior to event
Confirm event layout with your venue coordinator.	N/A	1 month prior to event
Confirm timeline with your venue coordinator.	N/A	1 month prior to event
Request pre-paid parking validations (optional).	\$4 per validation	1 month prior to event
All event details finalized (layout, timeline, etc.).	N/A	1 month prior to event

Event-Dependent Fees

The following fees are event- and vendor-dependent. Not all fees are applicable to every event. Check with your venue coordinator if you have any questions on which fees apply to you.

*Some costs are subject to change and are not determined by Union Depot.

<p>Exclusive Catering Venue Fee</p>	<p>You may see a 10% venue fee included on your catering bill from <u>Lake Elmo Inn Catering</u></p>
<p>Preferred Décor Vendor Venue Fee</p>	<p>You may see a 10% venue fee included on your décor bill ONLY when renting large décor items from a preferred décor vendor (tabletop décor & floral not included)</p>
<p>Preferred A/V Vendor Venue Fee</p>	<p>You may see a 10% venue fee included on your A/V bill from a preferred vendor (does not apply to bands or DJs)</p>
<p>Non-Preferred Décor/AV Vendor Venue Fee <u>Pre-approval for exceptions is required</u></p>	<p>You may see a 15% venue fee included on your décor/AV bill ONLY when renting large décor items from a non-preferred décor or AV vendor. Large items include: staging, tables, chairs, drapery, décor installations, and audio-visual equipment.</p>
<p>Allied Universal Security Coverage</p>	<p>Union Depot reserves the right to determine the security services required for your event. AUS officers cost \$42 hourly (per officer) with a 4 hr minimum.*</p>
<p>Saint Paul Police Department Coverage</p>	<p>Union Depot reserves the right to determine the security services required for your event. SPPD officers have a 3 hr minimum booking period. Inquire with Union Depot Events team for rates.</p>

Concessions & Samples

<p>What is the difference?</p>	<p>Concessions are food and beverage items purchased by event attendees and consumed onsite. Samples are free bites or sips. Vendors providing samples may sell their products for off-site consumption. The fees for concessions vendors are higher because they tend to produce more waste onsite, which Union Depot pays for.</p>
<p>Coffee</p>	<div data-bbox="349 430 544 630" data-label="Image"> </div> <p>Union Depot has an exclusive coffee concessions partnership with Lowertown Bike Shop. If you would like coffee sold at your event, please reach out to them.</p> <p>651.428.9274 info@lowertownbikeshop.com</p>
<p>Fees</p>	<p>Union Depot charges fees for concessions and sampling vendors. This applies to both food and beverage, and includes food trucks.</p> <ul style="list-style-type: none"> • Concessions: \$200 per vendor (per day) • Samples: \$100 per vendor (per day) <p>NOTE: If you have more than 5 vendors, additional fees will apply.</p> <p>If you have any questions about what fees apply to the vendors you plan to use, please connect with your Union Depot venue coordinator.</p> <p>Concessions/sampling payments are due 7 days before your event.</p>
<p>Pre-Approval</p>	<p>Your list of vendors providing concessions and/or samples must be submitted to your venue coordinator at least 14 days prior to your event for pre-approval. You will be responsible for ensuring all vendors are insured and sign Union Depot's Exhibit B (Hold Harmless) form.</p>
<p>Vendor Guidelines</p>	<p>Union Depot will provide:</p> <ul style="list-style-type: none"> • Tables • Chairs • Power outlet(s) • Garbage cans <p>Vendors will need to bring the following:</p> <ul style="list-style-type: none"> • Linen (if desired) • Extension cords and/or power strips • Gaffers tape or cable ramps • Chafing dishes, Sterno (if needed) <p>Restrictions:</p> <ul style="list-style-type: none"> • Cooking onsite is not permitted • Propane, butane, and open flames are not permitted <p>Cleaning:</p> <ul style="list-style-type: none"> • Work station including the floor must be wiped down prior to departing from the event

Waiting Room Rental Inclusions

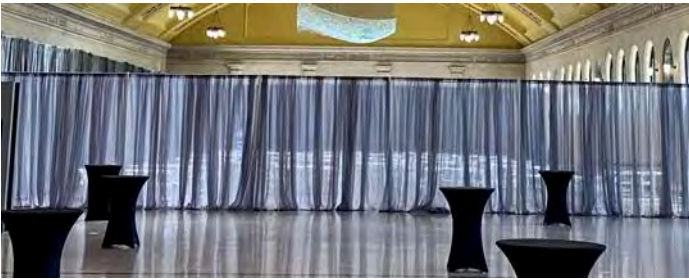


300ft grey velour drape

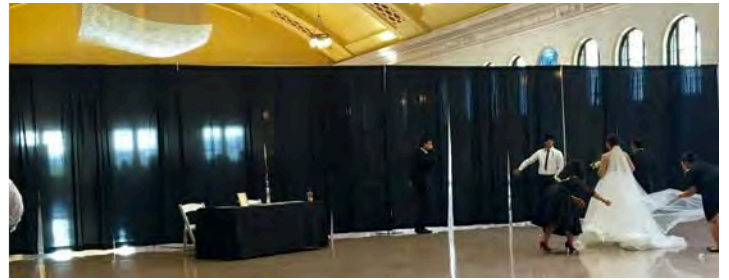


300ft black velour drape

OR



63ft of sheer grey drape

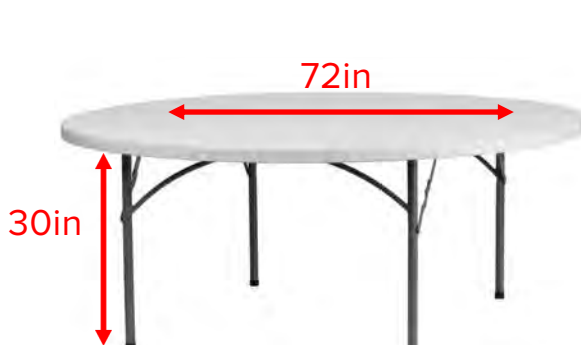


63ft of sheer black drape

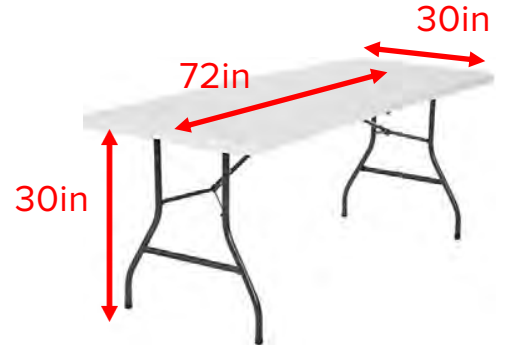
OR



Standard Event Package: Up to 600 white resin chairs
Large Event Package: Up to 800 white resin chairs



60 (72 in) round tables (seats 10)



60+ 6ft rectangular tables

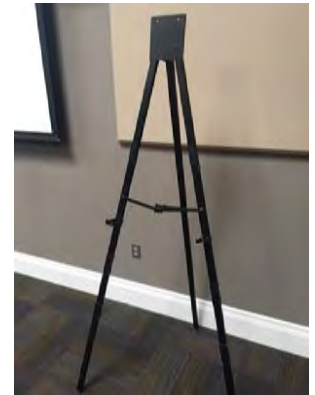
Waiting Room Rental Inclusions



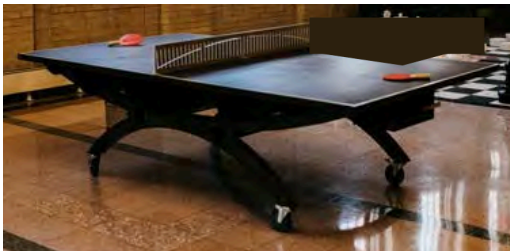
12 high top tables
(spandex optional)



Waiting Room grey
benches (up to 12)



15+ A-frame
easels



Ping Pong table +
paddles & balls



Coat racks available
for up to 200 guests



1 8ft mosaic table

Life-Size Games

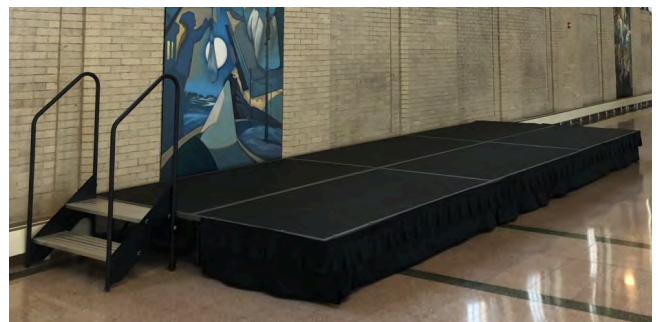


Available for additional rental fee:

Staging

- Level I Staging (1-3 4'x8' decks) -- \$200
- Level II Staging (4-6 4'x8' decks) -- \$500
- Level III Staging (7-10 4'x8' decks) -- \$800

**Note: included with Large Event Package



Red Cap Room Rental Inclusions



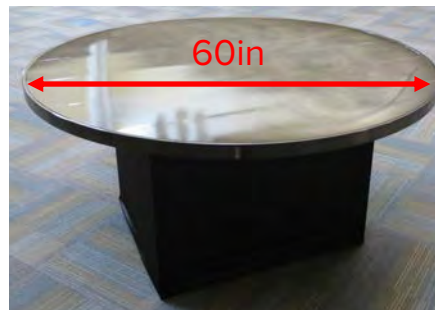
Ceiling drape



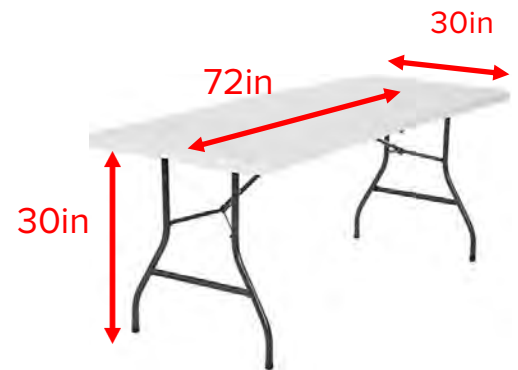
Exterior windows & views of the Waiting Room



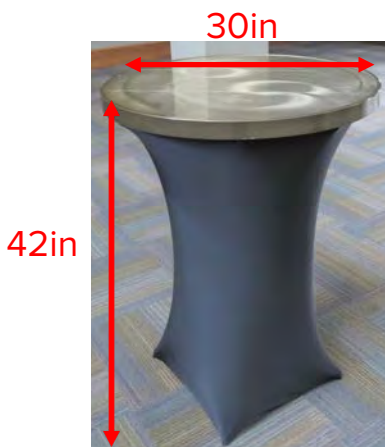
200 padded blue/gold chairs



20+ (60in) round tables (seats 8)



30+ 6ft x 30in rectangular tables



6 high top tables



A/V Podium: Projector, screen, speakers & microphones, Bluetooth, and videoconferencing capabilities

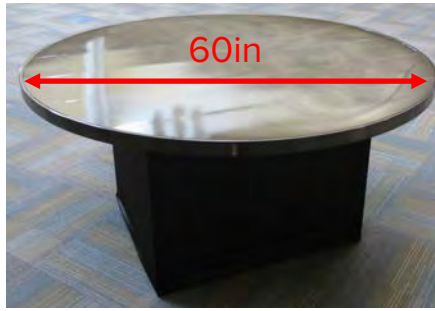


10+ A-frame easels

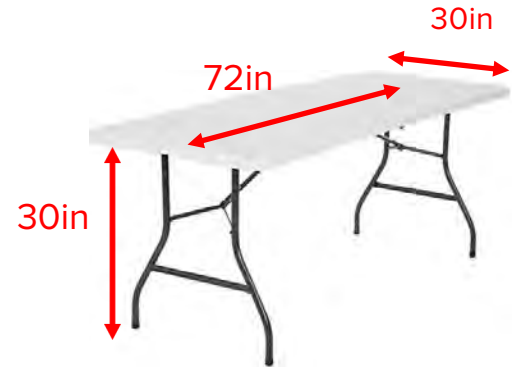
Veterans Gallery Rental Inclusions



200 padded blue/gold chairs



20+ (60in) round tables (seats 8)



30+ 6ft x 30in rectangular tables



6 high top tables



A/V Podium: Projector, screen, speakers & microphones, Bluetooth, and videoconferencing capabilities



10+ A-frame easels

Riverview Conference Room Rental Inclusions



Long conference table



Counter with sink & mini-fridge



SMARTBoard



16+ office chairs

Gateway Conference Room Rental Inclusions



23 5ft rectangular tables



47 red chairs



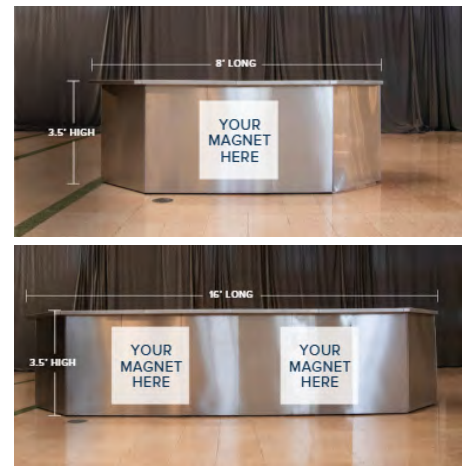
A/V Podium: Projector, screen, speakers & microphones, Bluetooth, and videoconferencing capabilities

View and select from a variety of add-ons to enhance and elevate your event. Contact your sales manager or event coordinator to add any of these selections to your Event Agreement.

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- **Statement Piece Bar**

- Half Size Bar - \$500
- Full Size Bar - \$1,000
- Only available for rent Nov. - Apr.



- **Elegant Drapery Upgrades**

- White Drape - \$1,750
- Double Drape - \$2,750



- **Floral Backdrop Options**

- One 8' x 10' Backdrop - \$500
- Two 8' x 10' Backdrops - \$1,000



CATERING



Lake Elmo Inn Catering is Union Depot's exclusive catering and bar service vendor. Please note that a venue fee of 10% is assessed and is this vendor's responsibility to pay; however, you may see it incorporated into your quote.

Here, great food is just the beginning.

For over 30 years, the Lake Elmo Inn Catering team has delivered outstanding on-site catering and bar services throughout the Twin Cities. As a family-owned business with a passion for both the dishes they create and the people they serve, they can make the difference between a good event and great event. Lake Elmo Inn offers a wide range of options and accommodates special customizations wherever possible to ensure your event is completely delicious and uniquely yours. Ethnic and cultural exceptions can be made upon request.

Whether it's a large corporate gathering, an intimate cocktail party or anything in between, Lake Elmo Inn's dedication to quality and attention to detail will make your event unforgettable.

Dive into their catering menus and explore the full range of options at <https://www.lakeelmoinn catering.com>.

Contact: Cheryl Wortman
cwortman@lakeelmoinn catering.com | 651.779.5994

The logo for Lake Elmo Inn features the words "LAKE ELMO" in a bold, sans-serif font stacked vertically. Below this, the word "Inn" is written in a large, elegant, black cursive script.



PREFERRED VENDOR LIST

The following industry professionals have been selected and are authorized to provide large décor items such as staging, tables, chairs, drapery, etc, at Union Depot. Please note that a venue fee of 10% is assessed to on-contract vendors by Union Depot. It is the vendor's responsibility to pay this fee; however, you may see it incorporated into your bid/ invoice from the vendor. Any exception to this list must be approved by Union Depot staff 60 days prior to your event date.

EVENT RENTAL & DECOR

Encore Events



Encore Events is a premier linen and décor rental company for weddings and events. We are full service meaning we will help design your event décor, set it up that day and remove at the end of night – you just enjoy the party. Whether it is a custom designed backdrop, linens to compliment your theme or the perfect table top décor we are here to help.

encoreevents.biz | 651-829-1281 | Yvonne Arendt | yvonne@encoreevents.biz

Nunu Décor



We provide all of the decor you need for your event, from tables and chairs to centerpieces, linens, lighting, and backdrops. We design custom decor and floral arrangements for weddings, quinceañeras, anniversaries, parties, corporate events, and more. No matter your budget, we can bring your vision to life!

nunudecorstyle.com | 651-746-9255 | Yemi Ephrem | nunudecor@gmail.com

Ultimate Events



Ultimate Events is the premier tent and party rental provider in the Twin Cities. We offer great service and extensive inventory in chairs, tables, staging, dishware, linens, pipe and drape and more. Call the professionals!

ue-mn.com | 763-559-8368 | Tim Smith | tsmith@ue-mn.com

Wesdor Décor



Wesdor Décor designs and executes highly customized and unique events for every type of celebration. We make sure that each event we are involved with is inspiring, extraordinary, and unforgettable. From making the first plans to putting your idea into action, we would be there every step of the way to make sure you get a stunning result that is beyond your wildest dreams. So, whether you're organizing a luxury event, a corporate party, or a kids' party, please get in touch with our team.

wesdoreventdecor.com | 651-325-6615 | Agnes Oredola | wesdor@comcast.net



PREFERRED VENDOR LIST

The following industry professionals have been selected and are authorized to provide audio-visual equipment at Union Depot. Please note that a vendor's service fee of 10% is assessed to on-contract vendors by Union Depot. It is the vendor's responsibility to pay this fee; however, you may see it incorporated into your bid/invoice from the vendor.

AUDIO VISUAL



AV For You

AV For You has been providing award-winning audio-visual services to the Twin Cities area for the past 20 years. At AV For You the focus is being the best partner possible for our customers. Our goal is to help our clients create amazing events that they can be proud of and will be remembered for years to come.

avforyou.com | 952-500-8839 | Blake Knight | rentals@avforyou.com



Damron Production Services

Damron Production Services (DPS) boasts one of the largest inventories of equipment in the state, with the ability to handle any size production. DPS provides A/V services for all types of events, as well as technical and creative services.

dps-av.com | 952-445-5226 | Erik Arveseth | office@ahtr.com



Livewire

Livewire is a premier live event and video production company, offering comprehensive services including audio, video, lighting, staging, scenery, and streaming for live, hybrid, and fully virtual events. We specialize in creating impactful and unforgettable experiences, from corporate meetings, galas, and conferences to concerts and virtual events, with a reach that spans the entire country. And we're here at Union Depot to make your events phenomenal!

livewirenow.com | 320-815-1288 | Mark Miller | sales@livewirenow.com



Maple Lane Media

Maple Lane Media is a media technology provider that offers full audio visual support for meetings and events, video production and webcast services. Our goal is to leverage technology and provide superior meeting experiences.

maplelanemedia.com | 763-478-8184 | Shawn Petersen | spetersen@maplelanemedia.com



Sightline Productions

Sightline Productions provides event production, equipment rental, on-site tech, web streaming, and creative services. From planning to implementation, using the best technology with designers, engineers, and technicians, we create a stress-free experience.

sightline-productions.com | 952-929-2839 | Kevin Wheeler | kevin.wheeler@sightline-productions.com



**UNION
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SAINT PAUL



• PRIVATE EVENTS & WEDDINGS •

RECOMMENDED VENDORS

A list of trusted vendors to assist you in your planning process and help make your special event memorable.



FLORAL & DECORATION

ANDON BALLOONS & SIGNS
andonballoons.com
dale@andonballoons.com

ARTEMISIA STUDIOS
artemisiastudios.com
kim@artemisiastudios.com

A. JOHNSON & SONS FLORIST
jflorist.com
Florist@Jflorist.com

ERGO FLORAL
ergofloral.com
team@ergofloral.com

HUMMINGBIRD FLORAL
northoaksflowers.com
hummingbirdfloralmn@gmail.com

SWEET PEAS FLORAL
sweetpeasfloral.com
tara@sweetpeasfloral.com



MUSIC & ENTERTAINMENT

ADAGIO
adagiodj.com
info@adagiodj.com

BLUEWATER KINGS BAND
bluewaterkingsband.com
ryan@bluewaterkingsband.com

COMPLETE WEDDING + EVENTS
completewedo.com/minneapolis/dj
info@completeemn.com

INSTANT REQUEST
instantrequest.com
events@instantrequest.com

LORING STRING QUARTET
loringquartet.com
info@loringquartet.com

STUDIO VEIL
studioveil.com
info@studioveil.com



EVENT PLANNING & DESIGN

ARTFUL EVENTS & DESIGN
artfuleventsdesign.com
hello@artfuleventsdesign.com

ASHLEY SKEIE
ashleyskeie.com
hello@ashleyskeie.com

DOS GOATS PLANS
dosgoatsplans.com
hello@dosgoatsplans.com

EVENTS BY MELODY
eventsbymelodymn.com
info@eventsbymelodymn.com

KEYED UP EVENTS
keyedupevents.com
dana@keyedupevents.com

PINK PEONY EVENTS
pinkpeonyeventsmn.com
hello@pinkpeonyeventsmn.com

• PRIVATE EVENTS & WEDDINGS •

RECOMMENDED VENDORS



PHOTOGRAPHY & VIDEO

CORAL MIA PHOTOGRAPHY
coralmia.com
coral.miaphoto@gmail.com

JEANNINE MARIE PHOTOGRAPHY
jeanninemarie.com
info@jeanninemarie.com

PENNY PHOTOGRAPHICS
pennyphotographics.com
penny@pennyphotographics.com

REDMOND DIGITAL MEDIA
redmonddigitalmedia.com
hello@redmonddigitalmedia.com

STACIA MARIE IMAGES
staciamarieimages.com
staciamarieimages@gmail.com

TIM THORNBURG FILMS
timthornburg.com
tim.thornburg@gmail.com

VICK PHOTOGRAPHY
vickphotography.com
weddings@livingroomstudios.com

WILD TRAIL STUDIO
wildtrailstudio.com
wildtrailstudio@gmail.com

DESSERT

ANGEL FOOD
angelfoodmn.com
events@angelfoodmn.com

BUTTERCREAM
buttercream.info
weddings@buttercream.info

CRUMBL COOKIES
crumblcookies.com/catering
mn.woodbury@crumbl.com

HEY THERE CUPCAKE
heytherecupcake-mn.com
heytherecupcakery@yahoo.com

MUDDY PAWS CHEESECAKE
muddypawscheesecake.com
yummy@muddypawscheesecake.com

NOTHING BUNDT CAKES
nothingbundtcakes.com
saintpaul-mn@nothingbundtcakes.com



INTERACTIVE EXPERIENCES

BOXWOOD ROSE
boxwoodrose.com
hello@boxwoodrose.com

COMPLETE - PHOTO BOOTH
completewedo.com/minneapolis
info@completemn.com

**CUSTOM KEEPSAKE DRAWINGS –
LIVE EVENT PAINTING**
customkeepsakedrawings.com
michelle@customkeepsakedrawings.com

CYN CITY TOURS
cyncitytours.com
info@cyncitytours.com

GIRL FRIDAY
girlfridaycreative.com
carly@girlfridaycreative.com

IMAGINE LIGHTS
imagineightsmn.com
kirk@imagineightsmn.com

**MIRROR ME PERFECT
SELFIE PHOTO BOOTH**
mirrormeperfect.com
mirrormeperfect1@gmail.com

THE TRAVELING PHOTO BOOTH
thetravelingphotobooth.com
msp@travelingpb.com

TIME INTO PIXELS
tipbooth.com
info@timeintopixels.com



Union Depot
214 4th Street East
Saint Paul, MN 55101

uniondepot.org | info@uniondepot.org | 651.202.2708



@uniondepot

Venue Policies

Event Access Period	Waiting Room rentals have a 14-hour access period the day of your event from 8:00am-11:59pm, including setup and teardown. Additional hours may be purchased at \$200/hr. Private rentals have a 10-hour access period anytime between 8:00am-11:59pm, including setup and teardown. Additional hours may be purchased at \$100/hr.
Furniture Setup	The customized room layout will be complete at the time your contract states the access period begins.
Flip Fees	If you need part of your event layout flipped, additional fees may apply.
Security	Union Depot reserves the right to determine what security services are required for the event. For Waiting Room Events with less than 500 guests, client covers the cost of 2 AUS officers. For Waiting Room events with more than 500 guests, client covers the cost of 1 AUS officer and 1 SPPD officer. For Red Cap Room events, inquire with your venue coordinator.
Alcohol	All alcohol must be provided by a preferred caterer who holds the liquor license for the property. Absolutely no outside alcohol can be brought into the venue for consumption. All food and beverage must remain inside the rented event space.
Supervision	All children must be supervised at all times. For proms, there must be an adult chaperone for every 50 students.
Coat Racks	Union Depot has 5 rolling coat racks for guests to use; however, Union Depot does not staff coat checks.
Carts	Union Depot will have 2-3 carts for client's use (dependent on availability).
Onsite Storage	Union Depot does not have any storage areas outside of the event space.
Extension Cords	Union Depot does not supply extension cords or power strips. Client must bring in their own.
Ladders & Tools	Union Depot does not provide any tools or ladders for décor installation. All equipment must be brought in by client or a contracted vendor.
Incense	If you plan to burn incense in our event spaces, please obtain written permission from your venue coordinator.

Décor Policies

Table-top décor	For table-top décor, clients may use any vendor of their choice or bring in their own items. All décor must be removed from venue immediately after the event concludes.
Floral	Client may work with any florist.
Large Items	Any large items, such as specialty drape, tables, chairs, etc. must be rented through one of our preferred vendors. Ask your venue coordinator if you have questions on other items this policy may apply to.
Tape / Affixing Décor Items	Generally, materials may not be affixed, attached, or taped to any walls or surfaces. Gaffers tape may be used on the floors. Décor must be free-standing. Easels are available for displaying signs.
Cold Sparklers	Cold sparklers are not permitted inside Union Depot. Client may use standard sparklers outside on the East or North Plazas with pre-approval from a venue coordinator.
Candles	Candles may be lit, but must be placed in a glass container (with the flame below the rim).
No helium balloons	Helium balloons are not permitted. Non-helium alternatives may be used.
No confetti or glitter	Confetti and glitter are not permitted inside the building.
Fog & dry ice machines	Foggers, hazers, geysers and dry ice machines are not permitted. This is to protect the historic nature of Union Depot, and to ensure we do not trigger any smoke detectors during the event.
Floor decals	Dance floors or floor decals of any kind must be pre-approved by your venue coordinator.

Band & DJ FAQs

Is there Wi-Fi in the building?	Yes, our public network is: Union Depot Guest (no password). We also have a private network and hardline internet. Inquire with your venue coordinator for more information.
Does the Waiting Room have microphones and/or speakers?	No, all audio visual equipment for ceremonies, cocktail hour, and receptions must be rented in through a contracted vendor.
Do I have to contract with a band or DJ on Union Depot's recommended list?	No, you are welcome to contract any band or DJ that you would like for your event.
Will my band or DJ need to sign anything to work onsite at Union Depot?	Yes, your entertainment will need to sign our Exhibit B, which can be found in your event agreement.
Can my band or DJ come in before the event to take a look at the venue?	Yes, just set up a meeting beforehand with your venue coordinator and they will meet with your DJ.
Will there be enough outlets/power for my band or DJ?	Yes, although Union Depot is a historic building, we have ample power for any entertainment setup. DJs/bands must supply their own gaffers tape and extension cords.
How are the acoustics in the Waiting Room?	In a large space such as the Waiting Room, there will be some echo, but it is manageable. The drape, furniture, and your guests will help soak up the echo to an extent. We highly encourage our clients to hire an AV company, DJ, or band that is experienced with working in large spaces.
Are there any volume restrictions?	Yes, we require that your DJ or band keep their volume below 85 decibels.
Are there any restrictions on what music I can play?	If you would like to play explicit songs, we ask that your DJ or band play the radio edit as we are a public building.

In the Neighborhood



Hotels



Restaurants

Hyatt Place St. Paul/Downtown (0.1 mi)

180 E Kellogg Blvd
St. Paul, MN 55101
(651) 647-5000

1881 (Inside Union Depot)

214 4th St E
St. Paul, MN 55101
(951) 698-1881
Upscale American dishes

InterContinental Saint Paul Riverfront (0.4 mi)

11 E Kellogg Blvd
St. Paul, MN 55101
(651) 292-1900

Lost Fox (0.1 mi)

213 4th St E Suite 100
St. Paul, MN 55101
(651) 493-4694
Coffee and cafe; dinner and bar at night

DoubleTree by Hilton Hotel St. Paul Downtown (0.4 mi)

411 Minnesota St
St. Paul, MN 55101
(651) 291-8800

The Bulldog Lowertown (0.2 mi)

237 6th St E
St. Paul, MN 55101
(651) 221-0750
Burgers, beer, wings, & tots

Springhill Suites (0.4)

472 Jackson St
St. Paul, MN 55101
(651) 224-9700

Erta Ale Ethiopian (0.2 mi)

308 E Prince St STE 140
St. Paul, MN 55101
(651) 728-8081
Authentic Ethiopian cuisine

The Saint Paul Hotel (0.5 mi)

350 N Market St
St. Paul, MN 55102
(651) 292-9292

Bullvino's Churrascaria (0.3 mi)

289 5th St E
St. Paul, MN 55101
(651) 493-3397
Brazilian Steakhouse

Drury Plaza Hotel (0.5 mi)

472 Jackson St
St. Paul, MN 55101
(651) 224-9700

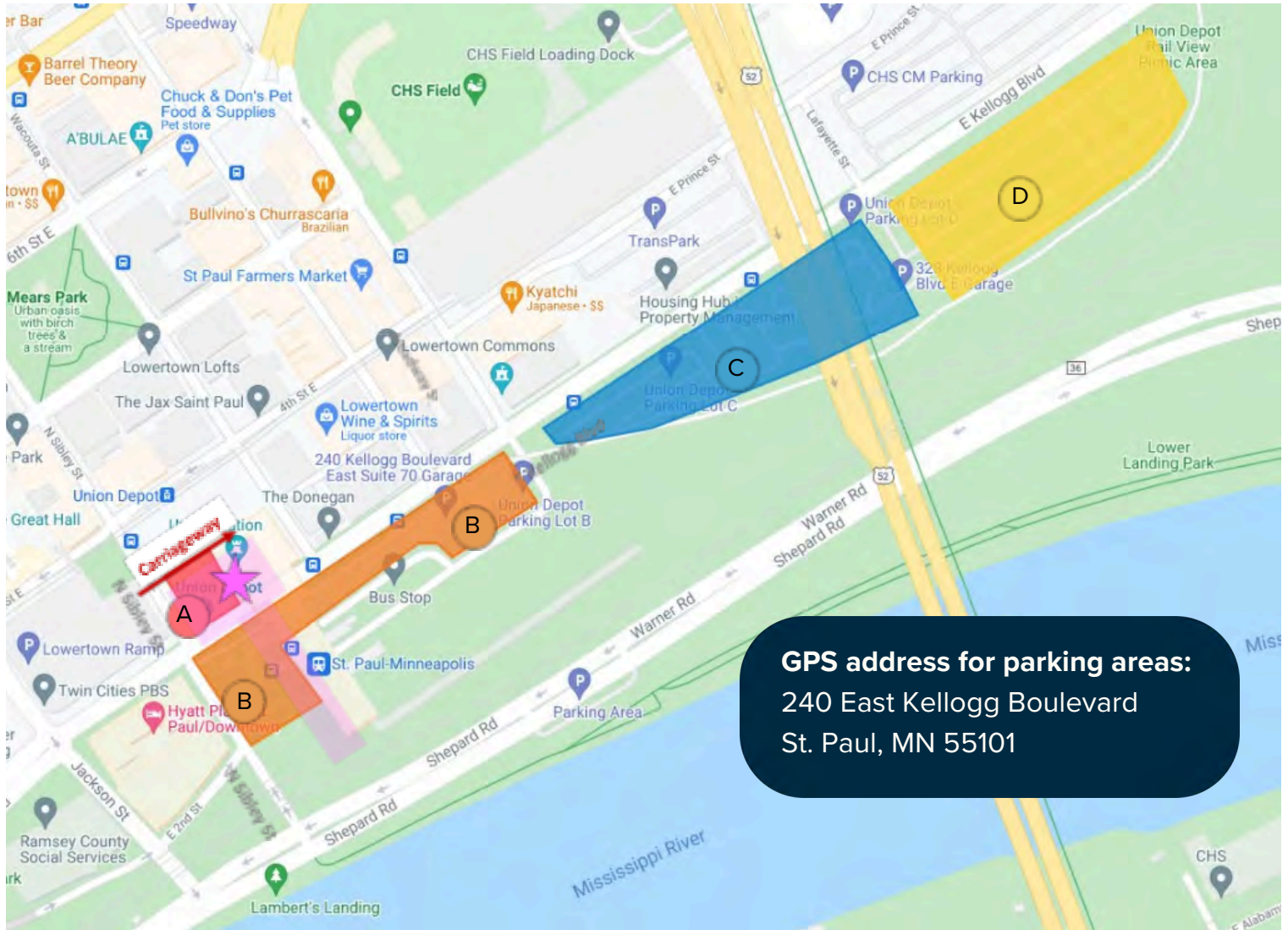
The Buttered Tin (0.3 mi)

237 7th St E
St. Paul, MN 55101
(651) 224-2300
Breakfast, lunch, and coffee

Parking

Please visit our parking website to view current rates:
<https://www.uniondepot.org/parking/daily/>

*Guests can also easily arrive for an event via the Metro Transit Green line with drop-off on 4th street.



GPS address for parking areas:
240 East Kellogg Boulevard
St. Paul, MN 55101

- A** **LOT A:** Enter at the corner of Sibley St and Kellogg Blvd (underground parking)
- B** **LOT B *Sibley Entrance:*** Enter via Sibley St one way (before you reach Kellogg Blvd)
- B** **LOT B *Broadway Entrance:*** Enter at the cross street of Kellogg Blvd and Broadway St
- C** **LOT C:** Enter via Kellogg Blvd (before you reach the Lafayette Bridge)
- D** **LOT D:** Enter via Kellogg Blvd (after you pass under the Lafayette Bridge)

UD Venue Coordinator Roles

What is the difference between a Day-of Coordinator vs. Venue

Day-of Coordinator:

We highly recommend the use of a professional Day of Coordinator. They should be on-site for set-up, during the event, and tear-down until all vendors have departed. For your convenience, The Union Depot has curated a list of recommended coordinators and planners in our guidebook. This list offers trusted professionals who have a proven track record of excellence in event coordination and planning. If you select a coordinator or planner outside of our recommended list, they will need to be pre-approved by Union Depot to ensure they meet our requirements. Here are some things your day of coordinator will be responsible for:

- 4-6 weeks before the event your coordinator will contact all of your vendors to ensure their arrival time is correct on the timeline.
- Manage the timeline along with all vendor arrivals
- Check in with all vendors as they arrive to ensure they have everything they need
- Set out all personal items and décor
- Moderate panels and discussions
- Troubleshoot issues with vendors
- Release tables for dinner if need be
- Ensure activations start on time
- Distribute any tips or final payments
- Tear down all décor before end of night
- And other miscellaneous duties

Venue Coordinator:

On your event day, up to two Venue Coordinators will be dedicated to ensuring the smooth operation of our venue. One venue coordinator will be present in the morning, and another will take over in the evening. It's important to note that a Venue Coordinator is not your Day-Of Coordinator or Planner, but they will work closely with them to ensure a seamless event. The primary responsibility of our Venue Coordinators is to oversee all aspects of the venue itself. This includes monitoring the room temperature, ensuring proper lighting, making sure the restrooms are adequately stocked, ensuring vendors adhere to our policies, and prioritizing the safety and well-being of all guests in our venue and to ensure an exceptional experience for you and your guests.

Union Depot Contact Information



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Private Events Coordinator

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