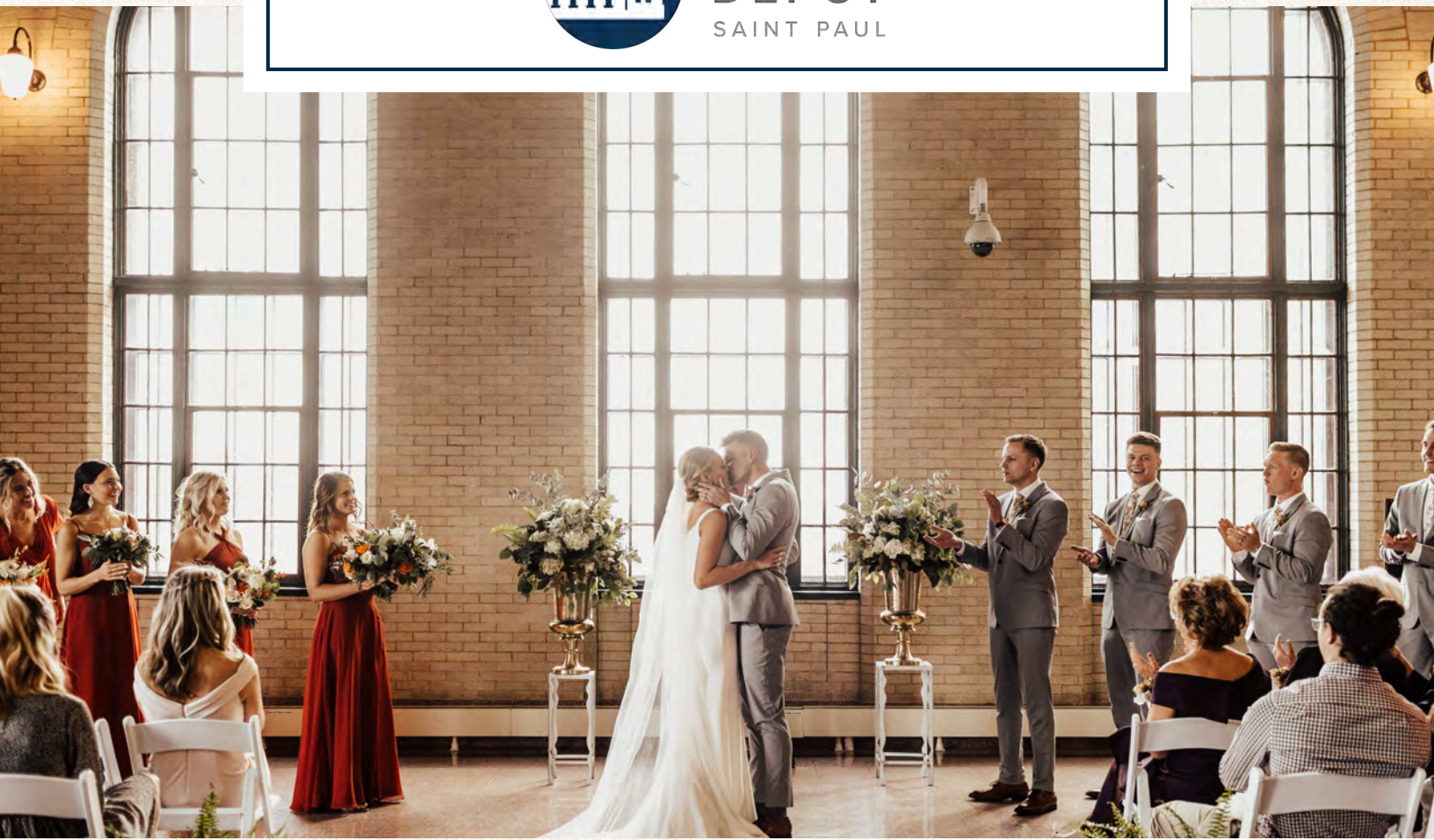




# UNION DEPOT WEDDING GUIDEBOOK




UNION  
DEPOT  
SAINT PAUL



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Venue To-Do List	Applicable Fees	Due 
<b>Sign Event Agreement</b> and return to your sales contact.	N/A	Within 7 days of receiving
<b>Make down payment.</b> Make checks out to: Union Depot/RCRRA Write your wedding 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
<b>Schedule 1st Consultation</b> with your venue coordinator. Confirm vendors and complete Questionnaire at this time.	N/A	6 months prior to your wedding
<b>Procure event insurance.</b> Union Depot makes wedding insurance easy through <i>Eventsured</i> .	Approximately \$220 (event-dependent)	6 months prior to wedding
<b>Sign police contract</b> if applicable (required for weddings with more than 500 guests).	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 wedding
<b>Sign Allied Universal Security contract.</b>	2 AUS officers at approximately \$42/hr (with a 4 hr minimum). Required while guests are present. Due to AUS after wedding.	2 months prior to wedding
<b>Make Final Payment.</b>	Second half of total rental fee + police coverage fees (if applicable)	45 days prior to wedding
<b>Confirm wedding layout</b> with your venue coordinator.	N/A	1 month prior to wedding
<b>Confirm timeline</b> with your venue coordinator.	N/A	1 month prior to wedding
<b>Request pre-paid parking validations</b> (optional).	\$4 per validation	1 month prior to wedding
<b>All wedding details finalized.</b>	N/A	1 month prior to wedding

# Waiting Room Rental Inclusions



300ft grey velour drape

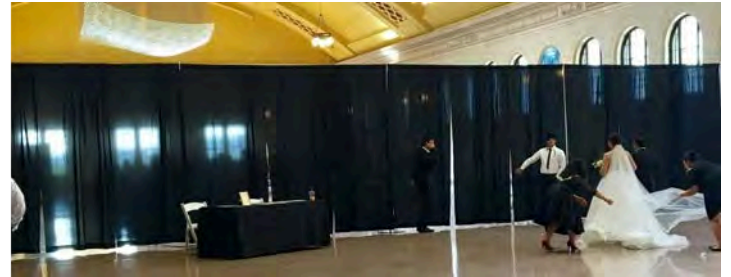


300ft black velour drape

OR

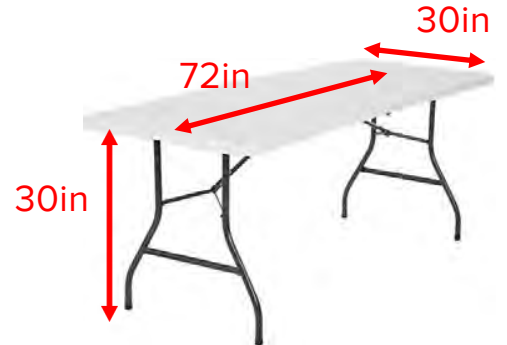
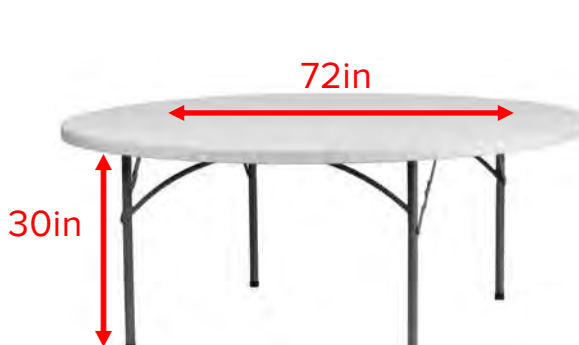


63ft of sheer grey drape



63ft of black banjo drape

OR



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

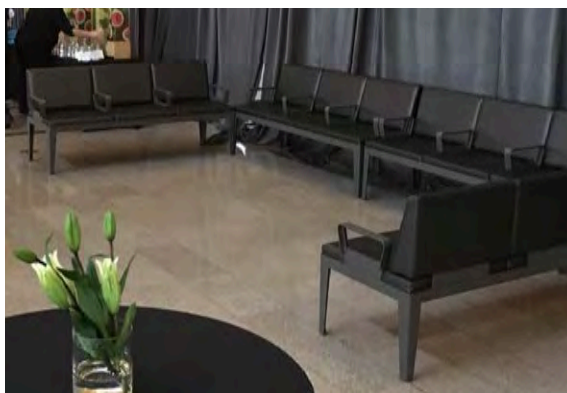
60 (72 in) round tables (seats 10)

60+ 6ft rectangular tables

# Waiting Room Rental Inclusions



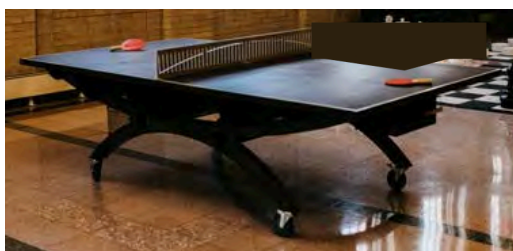
12 high top tables (spandex optional)



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:

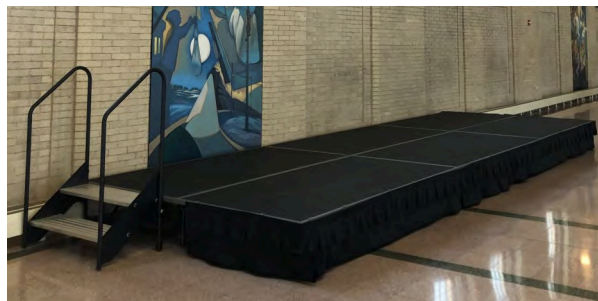
### Staging

(1-3) 4'x8' Stage Decks — \$200

(4-6) 4'x8' Stage Decks — \$500

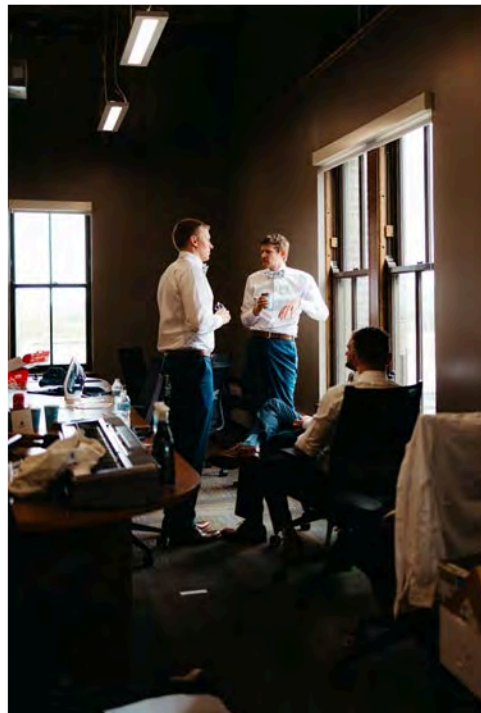
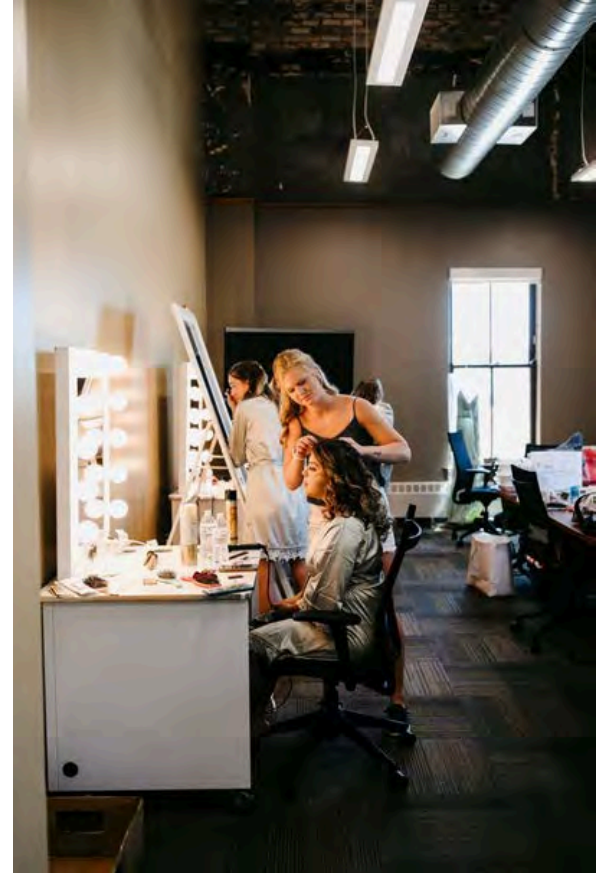
(7-10) 4'x8' Stage Decks — \$800

\*\*Note: included with Large Event Package



# Private Getting-Ready Suites Riverview

Included at no extra charge with rental of the Waiting Room

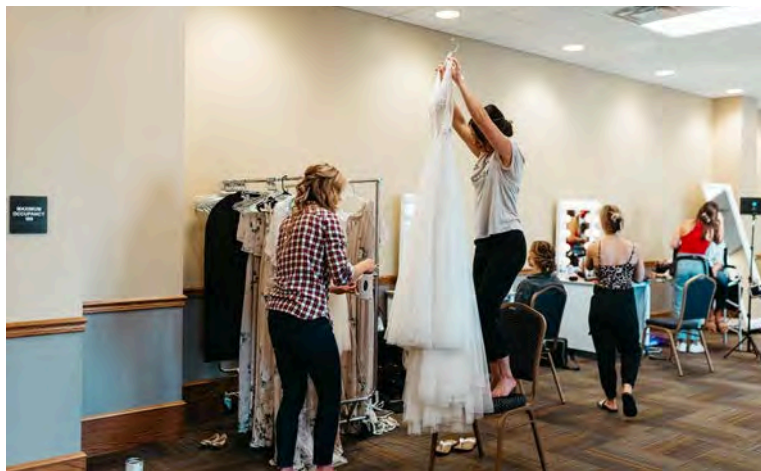
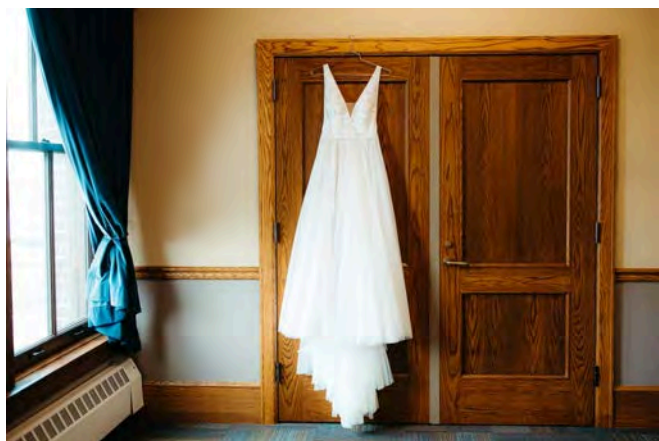
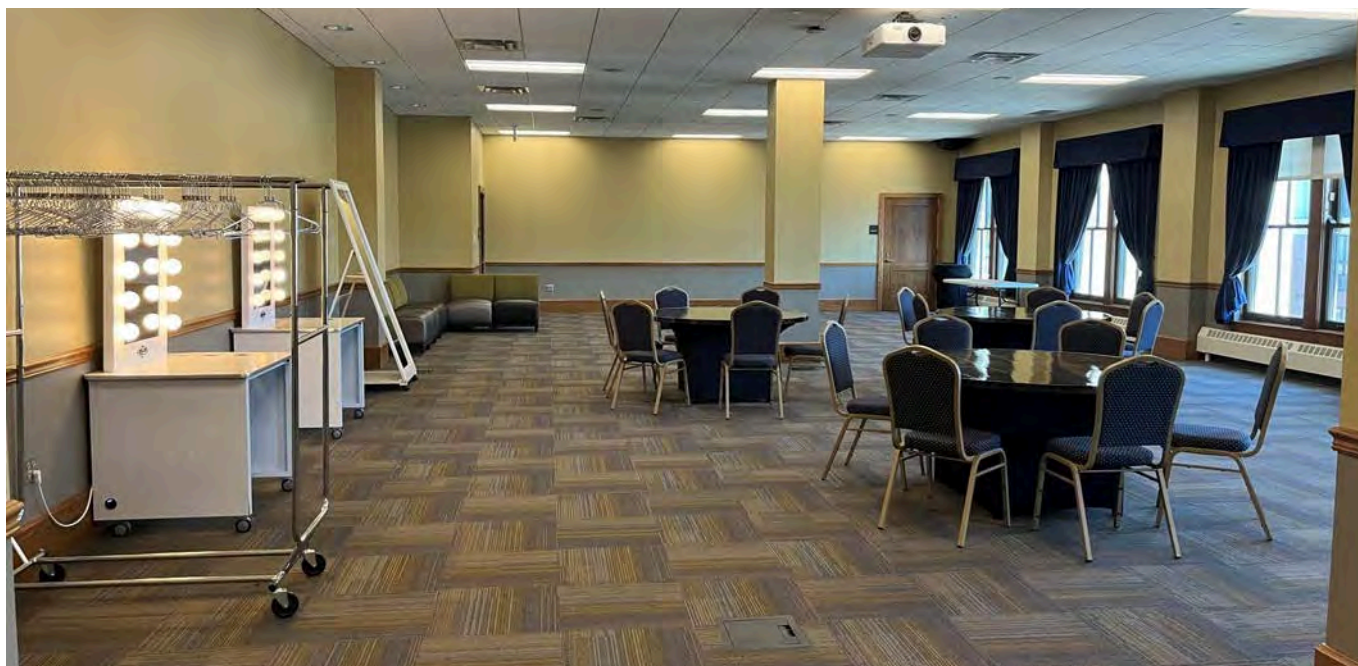


## Inclusions:

- Vanity & floor-length mirrors
- Lounge furniture, conference table, chairs
- Clothing rack & hangers
- 2nd floor access cards
- 2nd floor restroom access
- Mini-fridge & sink

# Private Getting-Ready Suites Veterans Gallery

Optional add-on for \$600



## Inclusions:

- Vanity & floor length mirrors
- Lounge furniture, tables, chairs
- Clothing rack & hangers
- 2nd floor access cards
- 2nd floor restroom access

# Red Cap Room Rental Inclusions



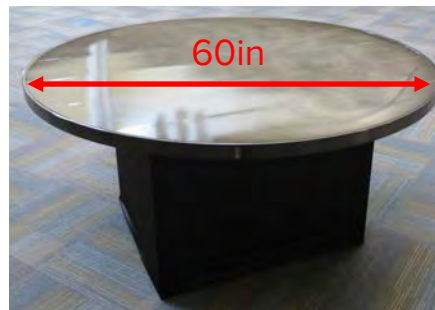
Ceiling drape



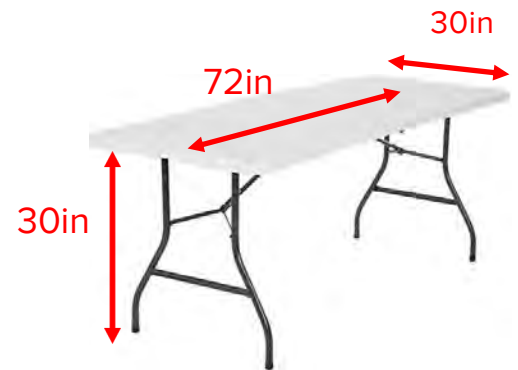
Exterior windows & views of the Waiting Room



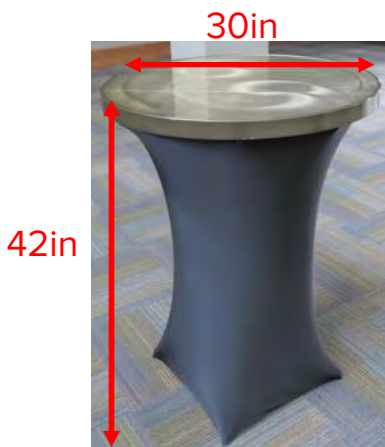
200 padded blue/gold chairs



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



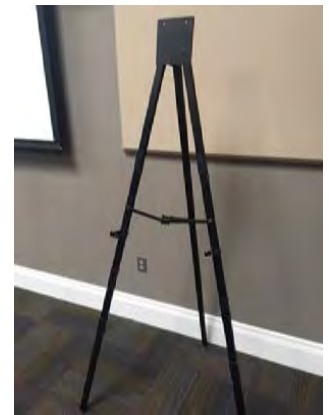
30+ 6ft x 30in rectangular tables



6 high top tables



A/V Podium: Projector, screen, speakers, & microphones



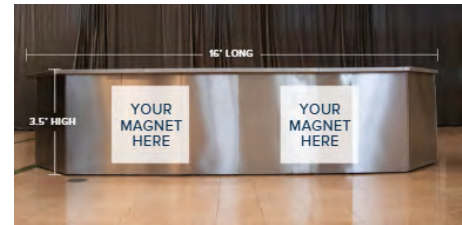
10+ A-frame easels

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.

.....

- **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.

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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.lakeelmoinncatering.com>.

**Contact:** Cheryl Wortman  
[cwortman@lakeelmoinncatering.com](mailto:cwortman@lakeelmoinncatering.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

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### 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](http://encoreevents.biz) | 651-829-1281 | Yvonne Arendt | [yvonne@encoreevents.biz](mailto: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](http://nunudecorstyle.com) | 651-746-9255 | Yemi Ephrem | [nunudecor@gmail.com](mailto: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](http://ue-mn.com) | 763-559-8368 | Tim Smith | [tsmith@ue-mn.com](mailto: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](http://wesdoreventdecor.com) | 651-325-6615 | Agnes Oredola | [wesdor@comcast.net](mailto: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](http://avforyou.com) | 952-500-8839 | Blake Knight | [rentals@avforyou.com](mailto: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](http://dps-av.com) | 952-445-5226 | Erik Arveseth | [office@ahtr.com](mailto: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](http://livewirenow.com) | 320-815-1288 | Mark Miller | [sales@livewirenow.com](mailto: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](http://maplelanemedia.com) | 763-478-8184 | Shawn Petersen | [spetersen@maplelanemedia.com](mailto: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](http://sightline-productions.com) | 952-929-2839 | Kevin Wheeler | [kevin.wheeler@sightline-productions.com](mailto:kevin.wheeler@sightline-productions.com)



**UNION  
DEPOT**  
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@completemn.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

## 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**  
imaginelightsmn.com  
kirk@imaginelightsmn.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

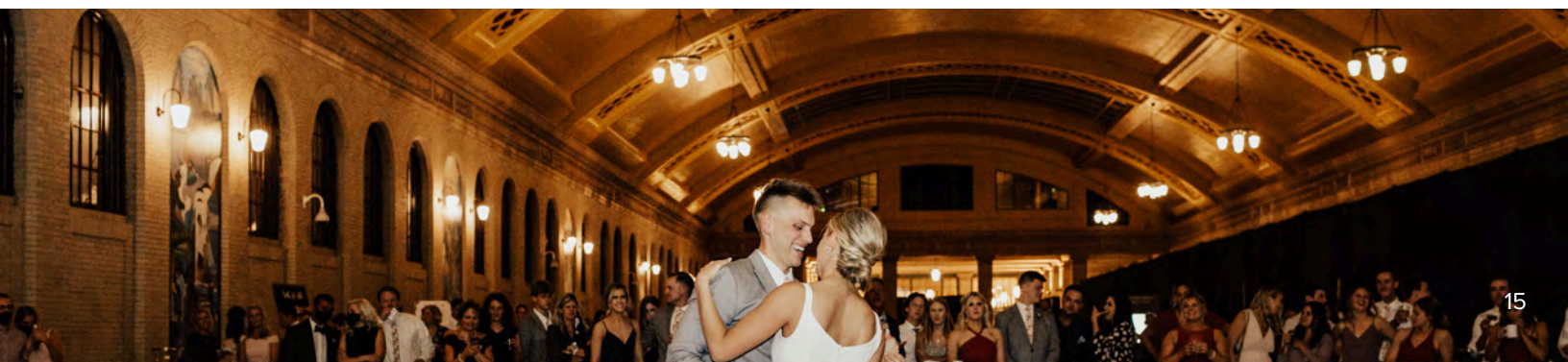
<b>Event Access Period</b>	Waiting Room rentals have a 14-hour access period the day of your wedding from 8:00am-11:59pm, including setup and teardown. Additional hours may be purchased at \$200/hr. Red Cap Room rentals have a 10-hour access period the day of your wedding anytime between 8:00am-11:59pm, including setup and teardown. Additional hours may be purchased at \$100/hr.
<b>Furniture Setup</b>	The customized room layout will be complete at the time your contract states the access period begins.
<b>Flip Fees</b>	If you need part of your event layout flipped, additional fees may apply.
<b>Security</b>	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.
<b>Alcohol</b>	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.
<b>Supervision</b>	All children must be supervised at all times. For proms, there must be an adult chaperone for every 50 students.
<b>Coat Racks</b>	Union Depot has 5 rolling coat racks for guests to use; however, Union Depot does not staff coat checks.
<b>Carts</b>	Union Depot will have 2-3 carts for client's use (dependent on availability).
<b>Onsite Storage</b>	Union Depot does not have any storage areas outside of the event space.
<b>Extension Cords</b>	Union Depot does not supply extension cords or power strips. Client must bring in their own.
<b>Ladders &amp; Tools</b>	Union Depot does not provide any tools or ladders for décor installation. All equipment must be brought in by client or a contracted vendor.
<b>Incense</b>	If you plan to burn incense in our event spaces, please obtain written permission from your venue coordinator.

# Décor Policies

<b>Table-top décor</b>	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.
<b>Floral</b>	Client may work with any florist.
<b>Large Items</b>	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.
<b>Tape / Affixing Décor Items</b>	Generally, materials may not be affixed, attached, or taped to any walls or surfaces. Masking tape may be used on the walls and gaffers tape may be used on the floors. Décor must be free-standing. Easels are available for displaying signs.
<b>Cold Sparklers</b>	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.
<b>Candles</b>	Candles may be lit, but must be placed in a glass container (with the flame below the rim).
<b>No helium balloons</b>	Helium balloons are not permitted. Non-helium alternatives may be used.
<b>No confetti or glitter</b>	Confetti and glitter are not permitted inside the building.
<b>Fog &amp; dry ice machines</b>	Foggers, hazers, geysers and dry ice machines are NOT permitted at Union Depot. This is to protect the historic nature of the building and to ensure our smoke detectors don't go off during the wedding.
<b>Floor decals</b>	Dance floors or floor decals of any kind must be pre-approved by your venue coordinator.

# Band & DJ FAQs

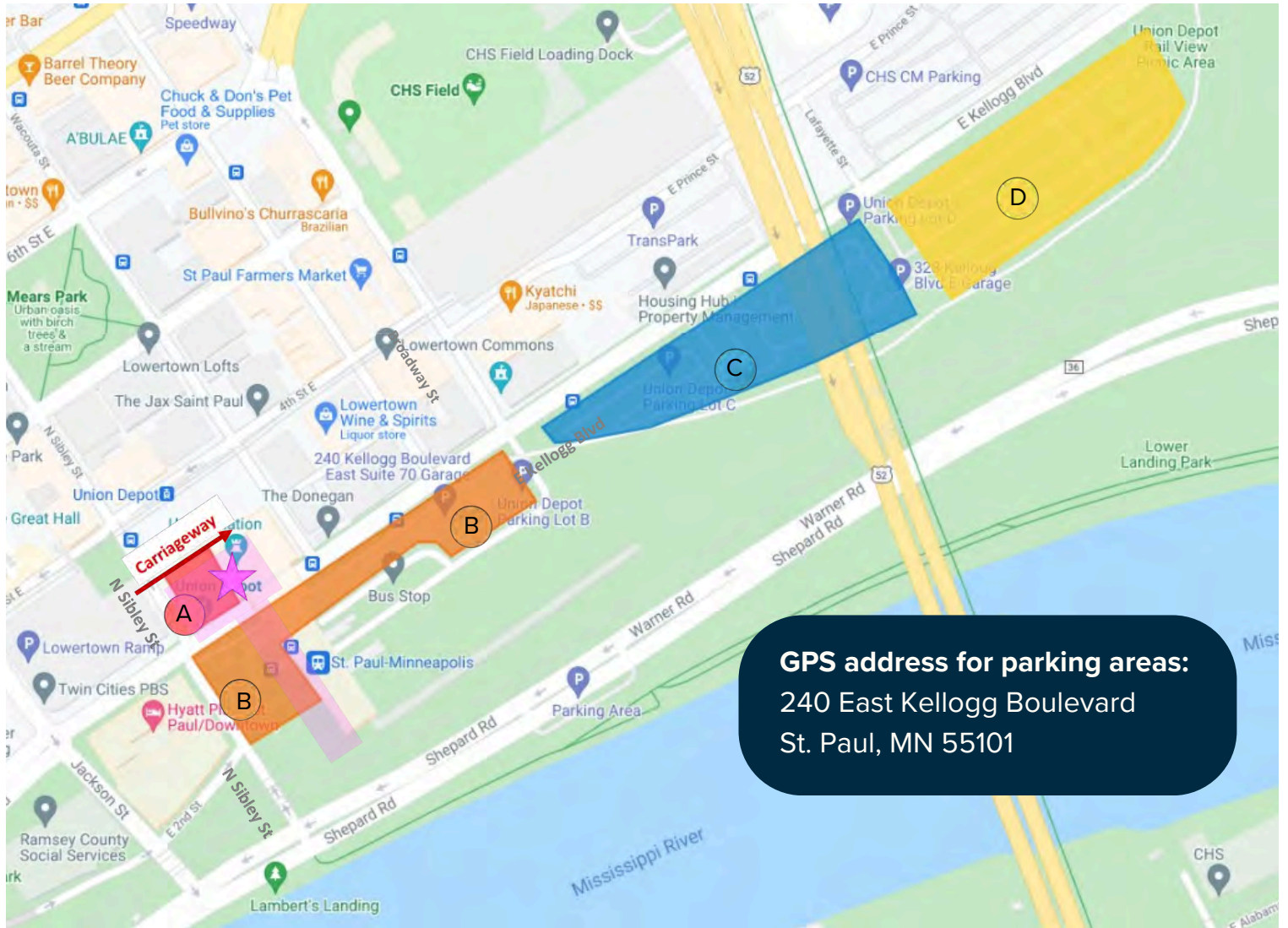
<b>Is there Wi-Fi in the building?</b>	Yes. Our public network is: Union Depot Guest (no password). We also have a private network and hardline internet. Inquire with your venue coordinator for more information.
<b>Does the Waiting Room have microphones and/or speakers?</b>	No. All audio visual equipment for ceremonies, cocktail hour, and receptions must be rented in through a contracted vendor.
<b>Do I have to contract with a band or DJ on Union Depot's recommended list?</b>	No. You are welcome to contract any band or DJ that you would like for your wedding.
<b>Will my band or DJ need to sign anything to work onsite at Union Depot?</b>	Yes. Your entertainment will need to sign our Exhibit B which can be found in your event agreement.
<b>Can my band or DJ come in before the wedding to take a look at the venue?</b>	Yes. Just set up a meeting beforehand with your venue coordinator and they will meet with your DJ.
<b>Will there be enough outlets/power for my band or DJ?</b>	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.
<b>How are the acoustics in the Waiting Room?</b>	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.
<b>Are there any volume restrictions?</b>	Yes. We require that your DJ or band keep their volume below 85 decibels.
<b>Are there any restrictions on what I can play?</b>	If you would like to play explicit songs, we ask that your DJ or band play the radio-edit version, as our building is public.



# 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)

# 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

# Sample Wedding Day Schedule

<b>9:00am</b>	Venue access begins / bridal party arrives for getting ready
<b>10:00am-12:00pm</b>	Wedding planner or family/friends set up décor in the event space
<b>1:00pm</b>	Photographer arrives / bride gets dressed / groomsmen arrive
<b>2:00pm</b>	First look photos
<b>2:00pm</b>	Catering crew arrives
<b>2:30pm</b>	Bridal party photos
<b>3:00pm</b>	Family portraits
<b>3:30pm</b>	DJ/Band arrives
<b>4:00pm</b>	Guests arrive
<b>4:30pm</b>	Ceremony
<b>5:00pm</b>	Cocktail Hour
<b>6:00pm</b>	Bridal party entrance
<b>6:15pm</b>	Welcome Speech
<b>6:30pm</b>	Tables released for dinner / dinner service begins
<b>7:30pm</b>	Speeches
<b>8:00pm</b>	First Dances
<b>8:20pm</b>	Dance floor opens to all guests
<b>8:30pm</b>	Dessert served
<b>9:45pm</b>	Last call for bar
<b>10:00pm</b>	Wedding concludes & guests depart
<b>11:00pm</b>	All personal & vendor items loaded out of rented spaces

# 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



## **Nicholas Moll**

Senior Private Events Coordinator

Nicholas.Moll@jll.com

Work: (651) 202-2705

Cell: (810) 922-8247



## **Grace Carlson**

Private Events Coordinator

Grace.Carlson@jll.com

Work: (651) 202-2723





## End of the Night Policy

*Please read over the bullet points below, as a gentle reminder of what is expected at the end of your wedding night.*

- At your wedding end-time, security will turn on the lights as this is the end of your wedding. Guests are expected to leave at this time. If guests are not starting to leave, security is instructed to begin ushering guests out of the space. We wish the party could go all night long, but we need to get the event space ready for our next event! 😊
- Our in-house janitorial team/event set up crew will be coming into the event space about 30 minutes after your wedding end-time. You still have until the end of your access period to collect your items, but just be aware that they will be in the event space cleaning up alongside you.
- Please remove all personal items from the rented event spaces. You and your vendors have until the end of your access period to clean up and load-out.
- You will need to place any tabletop décor or any other décor that you do not wish to keep in one of the garbage cans before you leave for the night. There will be several garbage cans throughout the event space. If more garbage cans are needed, please contact security at 651-202-2717 and they will get in touch with our janitorial team.
- We cannot guarantee anything that is left behind in the event space will be saved. Our janitorial team is instructed to throw away anything that is left in the space after the client has left. Before you leave, please leave your access cards in Riverview, or hand them to a security officer.

If you have any questions, please contact your Union Depot Event Coordinator.