



## General Information:

The Lowertown Event Center is located on the lower level of the historic Park Square Court building on the corner of 6<sup>th</sup> & Sibley in Lowertown St. Paul. The spacious reception area accommodates 250 seated guests; the attached ceremony suite/cocktail area seats 200. You will have access to the LEC for up to 12 hours (Fri-Sat) the day of your event leaving no later than 12:30am; extra hours are available before 12:30pm for \$100 per hour. You will also have access to the LEC for 1 hour for rehearsal purposes only the week of your event.

## Parking:

There is a 28 stall self-pay parking lot adjacent to the building between 6<sup>th</sup> & 7<sup>th</sup> on Sibley. Currently, valet parking is available on Fridays & Saturdays starting at 5:30pm for \$8 per vehicle at the Sibley Street entrance, please contact Unparalleled Parking at 651-300-1515 for more details. The LEC is located at: 400 N. Sibley Street, St. Paul, MN.

## Venue Rental Rates:

Your rental fee includes access to and use of the entire LEC including the reception hall & lounge, ceremony suite/cocktail area and 2-private client suites. Also included is the use of: 23-60" round tables, 6' rectangular tables, Chiavari chairs, lounge furniture, vintage furniture, 15' reclaimed wood head table, cake table, gift table, program table, alter table, pub tables, chandeliers, specialty lighting as well as security & facilitation. Please email: [info@LowertownEventCenter.com](mailto:info@LowertownEventCenter.com) for availability.

Monday-Thursday:	\$2,000.00 (9 hours)	Holidays (Except Fri/Sat):	\$4,000.00
Friday (July-Oct):	\$4,500.00	Friday (Nov-May):	\$4,000.00
Saturday (May-Dec):	\$5,500.00	Saturday (Jan-April):	\$5,000.00
Sunday:	\$3,000.00 (9 hours)	Holiday Weekend Sunday:	\$4,000.00

**Your rental fee includes security for the evening and an on-site facilitator who assists you & your vendors in and out of the LEC the day of your event.**

A signed contract and non-refundable deposit of half the venue rental fee is due to secure your event date. The final payment is due 6 months prior to your event date, and if your event falls within 6 months of the current date, the entire rental sum is due.

## Event Insurance:

You are required to secure \$1mm in event insurance through [WedSafe.com](http://WedSafe.com) or your homeowners which gives you coverage against damages & losses the day of your event. The LEC must be listed as an additional insured.

## Décor:

We try to be as flexible as possible with décor so please contact the LEC with any specific requests. Any décor hung and/or removed from the ceiling or requiring a ladder must be done so by a licensed & insured décor company. No nail holes or permanent alterations to the space are allowed, and hanging or attaching items to the reclaimed barn wood or brick is prohibited. The LEC does not allow glitter, streamers, sparklers or confetti and all candles must be encased in glass, plastic or metal. All personal décor & possessions must be brought in and taken out the day of your event.

## More Info, Catering & Bar Service:

Please see the Exclusive Catering List at [www.LowertownEventCenter.com](http://www.LowertownEventCenter.com) for the current caterers. All caterers will be charged a 9% kitchen operating fee; there are no minimums. All consumable food products (lunch, snacks & dessert) must come from a licensed & insured Minnesota kitchen such as Costco, Cub, etc; food items prepared by the client are not permitted. Late night appetizers must be delivered to the LEC by a MN licensed kitchen such as Green Mill or Pizza Luce. LEC Bar Service hosts all of the liquor services and staffing at the Lowertown Event Center; a bar is required at every event and there are no minimums. Please email: [info@LowertownEventCenter.com](mailto:info@LowertownEventCenter.com) for more information and current rates.

