



# LOWERTOWN EVENT CENTER

Q: WHERE IS THE LEC?

A: The LEC is in the historic Park Square Court building at 400 N Sibley Street, Suite L50, St Paul.

Q: HOW MANY GUESTS DOES THE LEC ACCOMMODATE?

A: The Reception Area seats 250 comfortably, the attached Ceremony Suite seats up to 200.

Q: WHEN WILL WE HAVE ACCESS TO THE LEC THE DAY OF OUR EVENT?

A: The contracted rental time is from 12:30pm-12:30am on Friday & Saturday; 9 hours on Sunday-Thursday leaving no later than 12:30am. Additional time is available before 12:30pm at a rate of \$100.00 per hour.

Q: WHAT IS INCLUDED IN THE VENUE RENTAL FEE?

A: The entire Lowertown Event Center including the Ceremony Suite & 2 private client suites, Chiavari chairs, lounge furniture, the tables listed below and specialty lighting. Also included in your rental fee is security for the evening and an LEC on-site facilitator who will assist you & your vendors at the LEC the day of your event.

Q: WHAT TYPES OF TABLES DO YOU HAVE FOR US TO USE?

- A:
- 15'x38" Reclaimed wood head table that seats up to 20.
  - 23-60" Round guest tables that seat up to 10 (linens needed).
  - 6-6' Rectangular tables for dessert, coffee station, escort cards and buffets (linens needed).
  - 6-30" High top black tables for the social hour.
  - 8' Rectangular table for catering or escort cards (linen needed).
  - 5'x2.5' Reclaimed wood table for sweetheart table, gifts, altar, etc.
  - 4'x3' Reclaimed wood table for escort cards (up to 175 cards), candy station, etc.
  - 3'x2' Reclaimed wood guest book table or an addition to the head table to seat 22.
  - 2 Vintage tables (3.5'x1.5') for gifts, programs, memory table, etc.

Q: WHICH HOTELS ARE NEARBY?

A: The DoubleTree by Hilton (which is connected to the LEC via the skyway at 6<sup>th</sup> & Minnesota):

<http://doubletree3.hilton.com/en/hotels/minnesota/doubletree-by-hilton-hotel-st-paul-downtown-MSPMSDT/index.html>

A: The Embassy Suites (located at 10<sup>th</sup> & Jackson):

<http://embassysuites3.hilton.com/en/hotels/minnesota/embassy-suites-by-hilton-st-paul-downtown-MSPSPES/index.html>

Q: CAN WE REHEARSE AT THE LEC BEFORE OUR EVENT?

A: You will have access to the ceremony suite for 1 hour the week of your event.

Q: CAN WE LEAVE OUR PERSONAL POSSESSIONS & DÉCOR OVERNIGHT AT THE LEC?

A: All personal possessions & décor must be brought in and taken out the day of your event.

Q: WHO WILL SET UP OUR DÉCOR AND CAN IT BE DONE THE DAY BEFORE OUR EVENT?

A: You are responsible for the set up your décor and it must be set up and taken down the day of your event.

Q: WHICH CATERERS CAN WE USE? CAN WE BRING IN OUR OWN?

A: You must use a caterer from the Exclusive Vendor List at [LowertownEventCenter.com](http://LowertownEventCenter.com) and the 9% kitchen use fee is charged to the food from your caterer (not late night snacks or desserts).

Q: DO WE HAVE TO GET OUR DESSERT THROUGH THE EXCLUSIVE CATERERS?

A: Your dessert can come from any MN licensed & insured kitchen such as a professional bakery, Costco, Target, etc. Food items prepared by the client are not permitted.

Q: DO YOU HAVE A CAKE CUTTING FEE?

A: No, the LEC does not charge a cake cutting fee.

Q: DO WE HAVE TO GET OUR LATE NIGHT APPS THROUGH THE EXCLUSIVE CATERERS?

A: Your late night apps must be delivered to the LEC by a MN licensed kitchen such as Green Mill or Pizza Luce. Food items prepared by the client are not permitted.

Q: WHO PROVIDES LINENS, PLATES, SILVERWARE, ETC?

A: These will be provided by your caterer or a rental company.

Q: CAN WE BRING IN LUNCH/SNACKS FOR THE SET-UP PERIOD?

A: All snack & lunch items for the set-up period must come from a MN licensed kitchen such as Costco, Cub, Jimmy Johns, etc. Food items prepared by the client are not permitted.

Q: WHO HANDLES THE BAR SERVICE & GLASSWARE FOR THE BAR?

A: Lowertown Bar Service hosts all of the bar & liquor services at the LEC, including staffing & glassware; there are no minimums and each event must have a bar. Please email: [info@LowertownEventCenter.com](mailto:info@LowertownEventCenter.com) for more information.

Q: CAN WE BRING IN OUR OWN LIQUOR FOR THE RECEPTION?

A: You can bring in liquor we are unable to get such as Spotted Cow with a keg tapping fee and you must use the LEC bar staff. Please email [info@lowertowneventcenter.com](mailto:info@lowertowneventcenter.com) for more details.

Q: HOW MUCH DOES \$500K-\$1mm IN EVENT INSURANCE COST?

A: Event insurance through your homeowner's insurance will be around \$60.00 and through [wedsafe.com](http://wedsafe.com) or [wedsure.com](http://wedsure.com) around \$175.00.

Q: DO YOU HAVE A SOUND SYSTEM AND PROJECTOR?

A: No, this will be supplied by your DJ. I do have a DJ booth so you will not need to supply a 6' table.

Q: WHERE DO THE GIFTS & CARDS GO AFTER MY CEREMONY?

A: Security will lock your gifts & cards in the private client suite which has a coded lock on it.

Q: IS THERE PARKING AVAILABLE NEARBY?

A: There is a self-pay public lot adjacent to the Park Square Court building which is \$5 a stall on evenings & weekends. Additionally, ramps are available at Cray Plaza, Securian Center & River Loft Apartments.

Q: CAN WE HAVE OUR CEREMONY IN MEARS PARK?

A: Sure, Mears Park is right across the street from the LEC and is \$150 for up to 3 hours; please contact St. Paul Parks & Recreation at 651-632-5111 for more information.