



General Information:

The Lowertown Event Center is a hidden gem located in the historic Park Square Court building featuring limestone walls, exposed brick, wood beam ceilings & steel columns; it is the perfect combination of industrial elegance and rustic sophistication. We have hosted over 500 weddings and the spacious reception area accommodates 250 seated guests and the attached ceremony suite seats 200. You will have access to the LEC for 12 hours (Fri-Sat) leaving no later than 12:30am; extra hours are available for \$100 per hour.

2019 Venue Rental Rates (ALL INCLUSIVE PRICING):

Your rental fee includes access to and use of the entire LEC including the reception hall, 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, guest book table, gift table, escort card table, program table, altar table, cocktail tables, chandeliers, specialty up lighting as well as security & on-site facilitators.

Sunday:	\$2,750.00 (9 hours)	Monday-Thursday:	\$2,000.00 (9 hours)
Friday (May-Oct):	\$4,000.00	Friday (Nov-April):	\$3,750.00
Saturday (May-Oct):	\$5,500.00	Saturday (Nov-April):	\$5,000.00
Holidays (Except Fri/Sat):	\$4,000.00	Booking within 6 months:	\$250.00 Off (Fri & Sat)

Your rental fee includes taxes, security for the evening and an on-site facilitator who assists you, your guests & your vendors at 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.

Parking:

There is a self-pay public parking lot next to the building between 6th & 7th on Sibley which is \$5 per stall (this is not managed or owned by the LEC). The LEC leases a parking lot 1.5 blocks from the LEC that is available to rent, please email info@LowertownEventCenter.com for more details. Additionally, ramp parking is available at Cray Plaza, Securian Center & River Loft Apartments. The LEC is located at: 400 N Sibley Street, St. Paul, MN.

Event Insurance:

You are required to secure \$500,000 liability event insurance through WedSafe.com or your homeowners insurance 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 and any décor hung and/or removed from the 13' ceilings must be done so by a licensed décor company. No nail holes or permanent alterations to the space are allowed and hanging or attaching items to the reclaimed barn wood & brick is prohibited. The LEC does not allow loose glitter, sparklers or confetti and all candles must be encased in glass, plastic or metal. All personal possessions must be taken out the day of your event and the LEC is not responsible for any décor/personal possessions left at the LEC.

More Info, Catering & Bar Service:

Clients must use one of the Exclusive Caterers listed at www.LowertownEventCenter.com and 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. The LEC Bar Service hosts all of the liquor services and bar staffing at the Lowertown Event Center; a bar & staffing is required at every event and there are no minimums. Please email: info@LowertownEventCenter.com for more information and current rates.

