# WEDDINGS AT UNION DEPOT



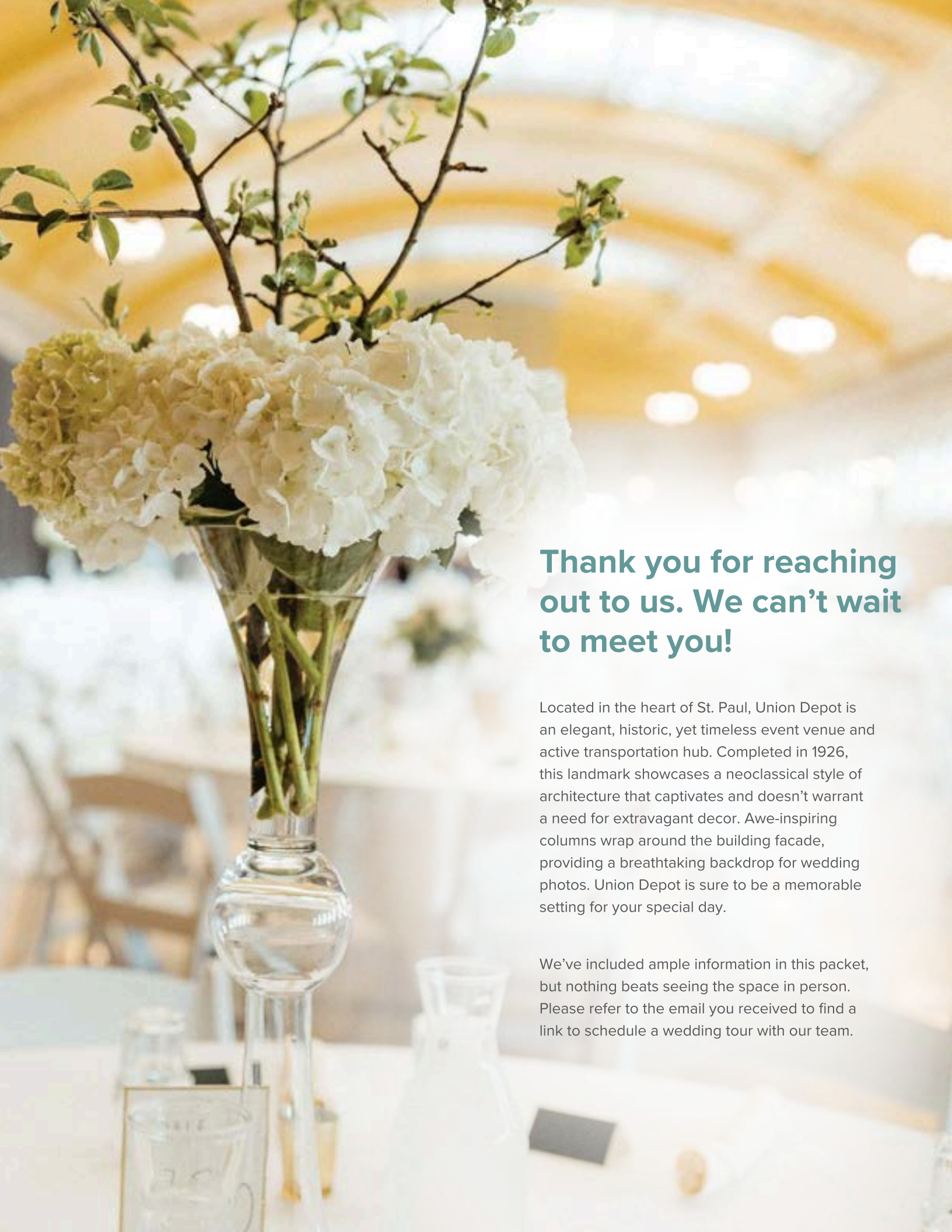






UNION DEPOT
SAINT PAUL

214 4TH STREET EAST, ST. PAUL, MN 55101 | 651.202.2700 | UNIONDEPOT.ORG



# Thank you for reaching out to us. We can’t wait to meet you!

Located in the heart of St. Paul, Union Depot is an elegant, historic, yet timeless event venue and active transportation hub. Completed in 1926, this landmark showcases a neoclassical style of architecture that captivates and doesn’t warrant a need for extravagant decor. Awe-inspiring columns wrap around the building facade, providing a breathtaking backdrop for wedding photos. Union Depot is sure to be a memorable setting for your special day.

We’ve included ample information in this packet, but nothing beats seeing the space in person. Please refer to the email you received to find a link to schedule a wedding tour with our team.

# THE WAITING ROOM

## CAPACITY 1,000

Our main event space, the Waiting Room, boasts an intricately detailed vaulted ceiling and polished marble floors. It's a highly customizable space with enough square-footage to accommodate your ceremony, cocktail hour, dinner reception and more. Union Depot has furniture to accommodate up to 600 guests and the space to accommodate 1,000+ guests (additional furniture can be rented through one of our preferred vendors).

## Rates

### REGULAR EVENT PACKAGE (600 GUESTS OR LESS):

Fridays and Sundays | **$4,500**
Saturdays November – April | **$5,000**
Saturdays May – October | **$5,500**

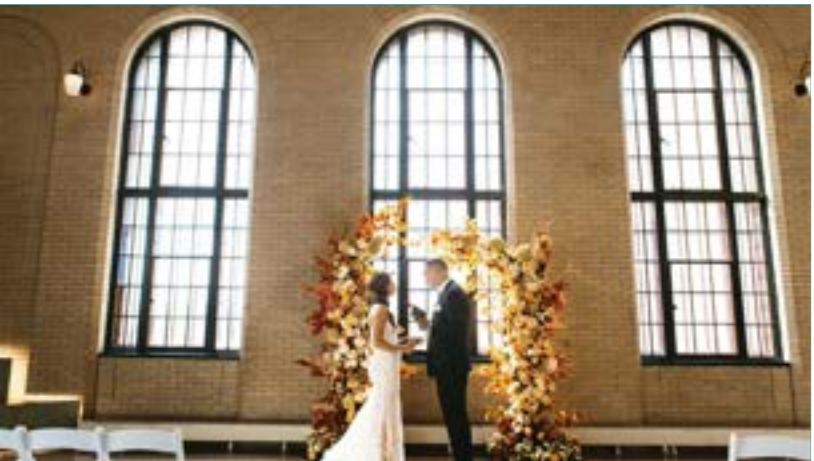
### LARGE EVENT PACKAGE (601 GUESTS OR MORE):

Fridays and Sundays | **$7,000**
Saturdays November – April | **$7,500**
Saturdays May – October | **$8,000**

***Please note:*** *Security coverage and wedding insurance are required and are not included in these rates. Please inquire about our $750 holiday booking fee.*

## Rental Inclusions and Venue Access

- 12-hour access period between 8:00am and 11:59pm, including setup and teardown. Additional hours are available at $200/hr.
- Getting Ready Suite (Riverview Conference Room)
- Choice of black or grey velour drape
- Choice of black or grey sheer drape
- Up to 600 white folding chairs
- Up to 60 6-foot round tables
- Up to 100 6-foot rectangular tables
- Bench seating
- Up to 12 high top tables with black covering
- Coat racks for up to 200 guests
- Easels
- Large size games and ping pong
- Large event package includes an additional 200 chairs and 10 4x8' stage decks





# GETTING READY SUITES

## Riverview Conference Room

Included at no charge with Waiting Room Rental.





## Veterans Gallery

$700 optional add-on.





# THE RED CAP ROOM

**CAPACITY 100** (with optional add-on for ceremony)

The beautiful Red Cap Room is a versatile space perfect for smaller wedding receptions. It's fully equipped with AV and has space to seat up to 100 guests.

## Rate

$1,500

***Please note:*** *Security coverage and wedding insurance are required and are not included in this rate. Please inquire about our $500 holiday booking fee.*

## Rental Inclusions and Venue Access

- 10-hour access period anytime between 8:00am and 11:59pm. Additional hours are available at $100/hr.
- Up to 200 chairs
- Up to 20 5-foot round tables
- Up to 20 6-foot rectangular tables
- Up to 12 high top tables
- Projector, screen, microphones and built-in speakers
- Coat room
- White ceiling drape
- Easels





# RAISE THE BAR ON YOUR GUEST EXPERIENCE.

## STATEMENT PIECE BAR CONFIGURATIONS AND PRICING:

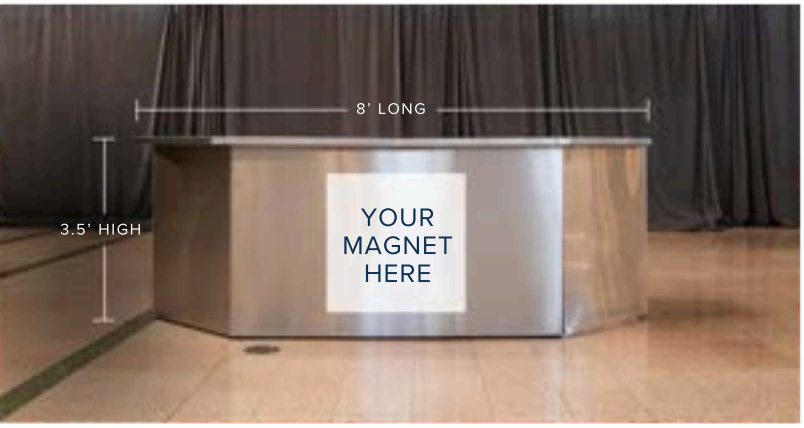
- Choose full size or half size bar
- Modern, neutral design to complement any aesthetic
- Front panels are customizable using magnets
  (client to provide; recommended size 24-36")
- Add lighting to enhance event color scheme (client to provide)
- Available for rent November through April only

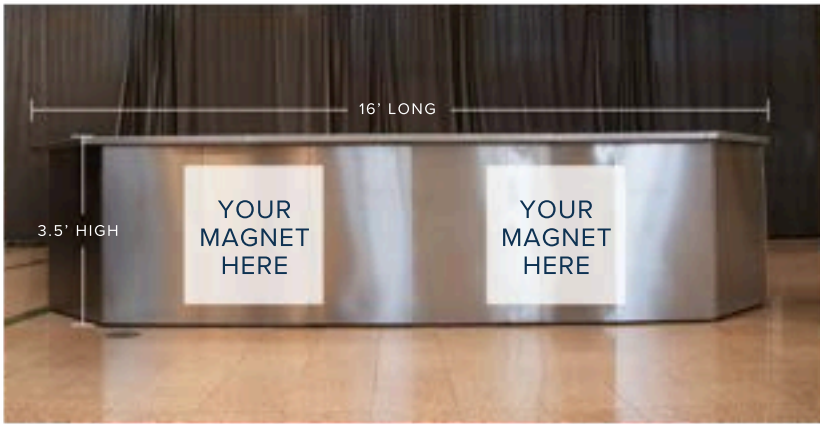
### HALF SIZE BAR – $500

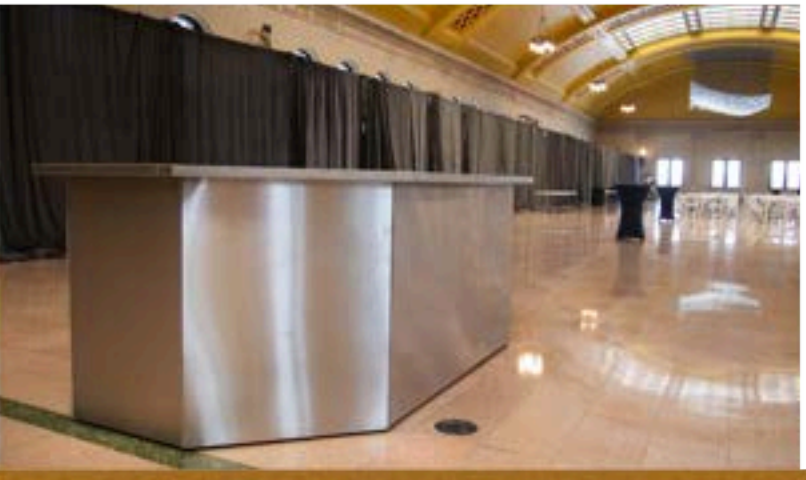
Ideal for smaller gatherings or secondary service stations

### FULL SIZE BAR – $1,000

Centerpiece setup, perfect for high-traffic events and elevated service



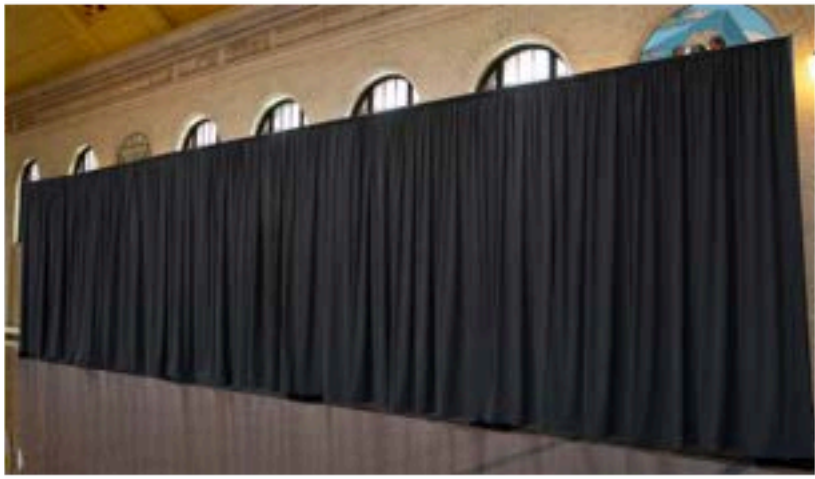


# FRAME YOUR EVENT WITH ELEGANT DRAPERY.

## INCLUDED WITH EVENT RENTAL:

- Divider drapery in black or grey
- Installed to section and define event space





## UPGRADE OPTIONS:

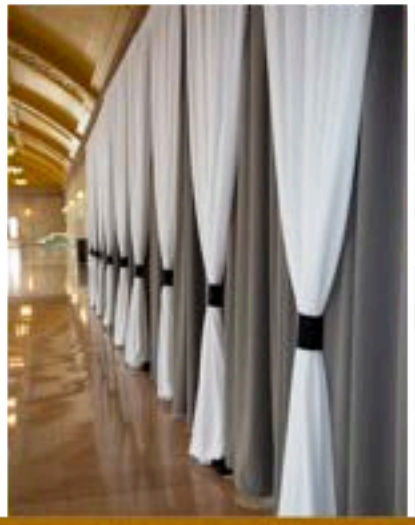
### **White Drape** – $1,750

A bright, elegant upgrade that transforms the space with a clean, elevated backdrop.

### **Double Drape** – $2,750

Layered drapery that adds depth, texture and a dramatic visual statement.









# SET THE SCENE WITH A STUNNING FLORAL STATEMENT.

## FLORAL BACKDROP OPTIONS AND PRICING:

### Two available backdrops

- Each measures 8' x 10'
- Use both for 16' x 10' backdrop
- Silk florals in a neutral palette

### $500 EACH

Perfect for photo ops, ceremony settings or framing your event's focal point







# VENUE RENTAL DETAILS

## REQUIRED FEES

### Security

Union Depot reserves the right to determine which security services are required for the hours guests are present during your event. Events with high guest counts and outdoor events are subject to St. Paul Police Officer requirements, especially when a bar is utilized. Please note that hourly rates are subject to change.

### Insurance

Insurance is required and costs approximately $220 through our insurance partner, Eventsured.

## CATERING

Union Depot has an exclusive catering and bar service partnership with Lake Elmo Inn Catering. With their exceptional culinary expertise, Lake Elmo Inn provides a quality dining experience in Union Depot's unique event spaces. Cultural and religious requests or exceptions may be made through Lake Elmo Inn directly. Inquire with the Lake Elmo Inn Catering team for more details.

## VENDORS

Union Depot has a list of Preferred Vendors that have been selected and are authorized to work at our unique property. Please note that a venue fee of 10% is assessed to Preferred Vendors. It is the vendor's responsibility to pay this fee; however, you may see it incorporated into your bid/invoice from the vendor. If you are looking to rent in large items such as tables, chairs, staging, drapery, audio-visual equipment or other large décor items, a Preferred Vendor must be used. You may use any vendors you would like for tabletop décor, floral, DJ/band, photography, photobooth, dessert, etc.



# VENUE RENTAL DETAILS

## VENUE COORDINATOR

You will be assigned a venue coordinator who will walk you through the venue portion of the planning process. This includes helping to create your custom layout, guiding you through our Preferred Vendor lists, ensuring you have procured insurance coverage, scheduling your security officers, assisting in ordering parking validations for guests and being present on your event day to answer any venue-related questions.

## PARKING

Union Depot has four parking lots with over 1,300 spaces. These lots remain public during events, so parking availability cannot be guaranteed. Parking validations can be pre-purchased at $4 per vehicle.

## HOTELS/ACCOMODATIONS

- Hyatt Place St. Paul – the most convenient, located directly across the street from Union Depot on the corner of Kellogg Blvd. and Sibley St.
- InterContinental St. Paul (0.5 mi)
- Riverfront (0.5 mi)
- Springhill Suites (0.4 mi)
- DoubleTree by Hilton (0.5 mi)
- Drury Plaza Hotel St Paul (0.5mi)
- The Saint Paul Hotel (0.7 mi)

## OPTIONAL ADD-ONS

Large Event Package (Waiting Room only): $2,500 for 200 additional chairs and 10 4x8' stage decks
Staging: $300-$1,000 (depending on stage size)
Flip Fee: Inquire for rates
North Plaza Specialty Lighting Package: Inquire for rates

## CANCELLATION/ RESCHEDULING

Union Depot has a no cancellation policy. Rescheduling must be approved by the UD team. The full venue rental amount would still be owed in the case of a cancellation.



# 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 and great event. Lake Elmo Inn Catering offers a wide range of options and accommodates special customizations wherever possible to ensure your event turns out to be 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 Catering'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 Lake Elmo Inn Catering.

Contact: Cheryl Wortman
cwortman@lakeelmoinncatering.com | 651.779.5994





# PREFERRED VENDORS

## DÉCOR

**Encore Events**
encoreevents.biz
651.892.1281
yvonne@encoreevents.biz

**Ultimate Events**
ue-mn.com
763.559.8368
tsmith@ue-mn.com

**Nunu Décor**
nunudecorstyle.com
612.355.9255
nunudecor@gmail.com

**Wesdor Décor**
wesdoreventdecor.com
651.325.6615
wesdor@comcast.net

## AUDIO VISUAL

**AV For You**
avforyou.com
952.500.8839
rentals@avforyou.com

**Maple Lane Media**
maplelanemedia.com
763.478.8184
spetersen@maplelanemedia.com

**Damron Production Services**
dps-av.com
952.445.5226
office@ahtr.com

**Sightline Productions**
sightline-productions.com
952.929.2839
kevin.wheeler@sightline-productions.com

**Livewire**
livewirenow.com
320.815.1288
mark.miller@livewirenow.com



# FAQS AND THINGS TO KNOW

## DOES THE BUILDING FULLY CLOSE FOR EVENTS?

No. Union Depot is a public building and an active transit station. The building is open from 6:00am-10:00pm daily, so you may see residents, train and bus passengers and business patrons around the building. This is why we require you use drape in the Waiting Room, as well as have security on staff to keep the event space private to you and your guests.

## ARE WEDDING PLANNERS REQUIRED?

Wedding planners are not required, but strongly recommended for any weddings at Union Depot.

## CAN UNION DEPOT SEND US A FULL QUOTE?

The Union Depot team can only provide you with a quote for the rental of the venue. Since we have an exclusive caterer, and a list of preferred vendors, we are not able to provide a quote for catering, AV, or décor. If you see a vendor of interest on our lists, feel free to reach out to them directly for more information.

## IS A REHEARSAL TIMESLOT INCLUDED?

Around two weeks before your wedding, your venue coordinator will be able to let you know whether or not the space will be available for a rehearsal on the evening before your wedding. Availability for a rehearsal cannot be guaranteed unless you rent the space for that rehearsal day. Regardless, you may rehearse day-of if you'd like.