

LANDMARK CENTER

Current as of January 1, 2011

COURTROOMS

Monday - Friday until 5:00 p.m. \$100/hour
Evenings and weekends \$200/hour
(2-hour minimum)

The Ramsey County Room - #317

34' x 36' (1224 sq. ft.)

Theater Style - 125 Dinner - 80 Reception - 125

Classroom - 50 Conference - 36

The Butler Room - #326

34' x 21' (714 sq. ft.)

Theater Style - 60 Dinner - 48 Reception - 75

Classroom - 32 Conference - 24

The Sanborn Room - #408

32' x 25' (800 sq. ft.)

Dinner or Conference - 20

The Chief Justice Room - #430

39' x 22' (858 sq. ft.)

Theater Style - 50 Dinner - 48 Reception - 75

Classroom - 32 Conference - 24

MUSSER CORTILE

First Floor Atrium - (7200 sq. ft.)

Sunday - Friday until 5:00 p.m. \$250/hour

Monday - Thurs. after 5:00 p.m. \$1,250/evening

Friday - Sunday \$2,750/evening

Theater Style - 400 Dinner/Dance - 320 Standing Reception - 750

Cortile Wedding Ceremony and Reception

Includes a changeover crew add \$1000

Rental rates continued on back side.

ENTIRE BUILDING

This includes use of all four Courtrooms, their common hallways and the Musser Cortile. \$6,000

Up to 1,200 people for receptions.

Up to 750 people for dinners.

BUILDING EXCLUSIVITY

Must be requested upon booking as available. \$4,000

F. K. WEYERHAEUSER AUDITORIUM

Price includes Auditorium Technician. \$150/hour

Capacity: Up to 230 people (2-hour minimum)

Food and beverages are not allowed in Auditorium.

ALL DAY MEETING RATES (Weekday)

Courtrooms \$375

Auditorium \$600

AVAILABLE INVENTORY

Charges include the set up, clean up and use of our available inventory:

- 350 Brown padded banquet chairs
- 200 Gold padded banquet chairs
- 40 8' Rectangular banquet tables
- 6 6' Rectangular banquet tables
- 25 6' Round tables (seat ten people)
- 50 5' Round tables (seat eight people)
- 14 4' Round tables (seat five people)
- 12 3' Round tables (seat four people)
- 20 3" "Cabaret" High top tables
- 8 8' Serpentine tables

Staging and sound system (for Cortile only), podiums with microphones, flip charts, and screens are included in the rental charge.

In-house items available for additional fees include a piano, LCD projector and TV-DVD player.

The Minnesota Landmarks Event Services Department proudly offers this list of approved caterers for use in Landmark Center. If you are looking at a caterer not on this list, you will need to get approval from the Events Services Department before you book. All caterers must be fully licensed and insured to work in the building

Campion Rose Burns Catering 651-292-9228

www.campionroseburns.com

We provide creative foods, affordable prices & outstanding service!

D'Amico Catering 763-797-1900

www.damicocatering.com

In choosing D'Amico Catering, you have truly selected a team that will look forward to creating your celebration & your memories.

Deco Catering 612-623-4477

www.decocatering.com

Our reputation is based on top quality food, superior service, attention to detail & a distinctive flair that is carried out in everything we do.

Joseph Catering 612-362-9634

www.josephcatering.com

We work with you to design a menu and flavor to satisfy your unique tastes, styles and budget. Exceptional food, extraordinary experiences.

Kane's Catering 651-482-9005

www.kanescatering.com

St. Paul Family Owned Catering for 36 years! Delicious cuisine to meet any budget with outstanding service for any event; small, large, simple to elegant.

Lake Elmo Inn 651-777-8495

www.lakeelmoinn.com

Voted a Twin Cities favorite by Mpls St. Paul Magazine readers, the Lake Elmo Inn has been providing exceptional catered cuisine for over 20 years. Our creative chefs and full-service wait staff ensure a dining experience your guests will not forget.

Mintahoe Catering & Events 612-253-0255

www.mintahoe.com

Award-winning custom catering & event services designed to meet your style & needs. For a more traditional approach, ask about Perfect Host Catering.

Prom Catering 651-501-8191

www.promcatering.com

Prom Catering's blend of exquisite fare, detailed event planners & superior service are sure to create your desired event.

The Saint Paul Hotel 651-292-9292

www.saintpaulhotel.com

Distinct events - superb reputation. The Saint Paul Hotel is the nearest full-service caterer, catering for Saint Paul since 1910.

Three Sons Signature Cuisine 612-874-0880

www.threesonssignature.com

By-design catering by talented and award-winning chefs and full service event planning with experienced coordinators to make your next event perfect.

True Tastes Event Catering 651-334-7119

www.truetastes.com

We are the only full service center on-site. We have many years of experience, exceptional food, and excellent service all at an affordable price. Choose from one of our menu options or create your own custom menu. Call for a tasting today!

Please note that a caterer's usage fee is assessed to each caterer by Minnesota Landmarks. It is the caterer's responsibility to pay this fee; however, you should expect it to be incorporated into your bid from the caterer.

If you select a caterer other than those listed, they must be approved by the Event Services Office before you contract with them.

Caterers must provide service staff, linens, skirting, plates, silverware and glassware for the tables.

Landmark Beverage Service Pricing

If alcohol is served, the client is required to use the Landmark Beverage Service for the sale and service of all alcoholic beverages (liquor, wine, champagne and beer) according to the State of Minnesota liquor statutes and the Minnesota Landmarks beverage service policy.

Highballs	\$5.00
Cocktails	\$7.00
Liqueurs	\$7.50
Bottled Beer	\$5.00 – Domestic \$6.00 – Microbrews \$7.00 – Imported
Keg Beer	Domestic Selections \$175 (8 gal) \$300 (16 gal) Microbrew Selections \$200 (8 gal) \$350 (16 gal)
House Wines & Champagne	\$5.00/glass \$20.00/bottle \$240.00/case

*Specialty Wine and Champagne list available

Sparkling Cider (Apple)	\$10.00/bottle
Mineral Water	\$1.00/bottle
Soda (Coca-Cola products)	\$1.00/glass

Beverage Services continued on back side.

Host Bars

The host pays for beverages, set-up fees, 20% gratuity and required MN sales tax. Hosted beverages are charged on consumption basis. Deposits are required.

Cash Bars

Guests pay for drinks. Bar minimums and \$250.00 per bar set-up fee required. Full and soft bar packages are available.

Soft Bar Package

Beer, wine, soft drinks and mineral water are served.
\$500.00 bar minimum

Full Bar Package

Beer, wine, soft drinks, mineral water, hard liquor, mixes and liqueurs.

Under 50 persons - \$450.00 bar minimum

Over 50 persons - \$550.00 bar minimum

Four hour or more service period - \$650.00 bar minimum

Minimums

If bar minimums are not met, the host is charged the unmet difference.

Set-Up Fees

\$250 per bar set-up fee includes bartender labor fees, unless circumstances require additional staff. If required, labor fees are \$25.00 per server per hour. The set-up fee also includes napkins, ice, basic barware and hard plastic glassware.

Landmark Beverage Service reserves the right to coordinate and determine the number of bars, servers and bar locations. This allows for best utilization of space and staff and assures prompt and friendly service. We must be given 48 hours notice if the contracted time frame changes or if more or fewer bartenders are needed than originally expected. Prices are subject to change.

Change-Over Policy

Bars are not available on the second floor during the change-over.

Owned and sponsored by Ramsey County, and managed by Minnesota Landmarks (a not-for-profit organization), Landmark Center offers a unique atmosphere for all types of events. Please visit Landmark Center for an historical tour, art exhibition, concert, meeting or reception.

RENTAL

Please see the Rental Rates insert for current room rental rates. We offer reduced rent for nonprofit organizations on weekdays/nights. Rental prices include the set up and clean up of Landmark Center's tables and chairs (for up to 400 guests). If the guest count requires, or client requests, additional or speciality tables and chairs, the client will be responsible for all rental fees.

PUBLIC SPACE

Landmark Center is a public, multi-use building. The building is open to the public until 5:00 p.m. Monday through Sunday and until 8:00 p.m. Thursdays.

PHOTOGRAPHY

Photography done in the building must be by appointment only. Please contact the rental department at 651.292.3233.

CATERING

There is not an "exclusive" caterer at Landmark Center. Any licensed and insured caterer can work in the building. There is a list of preferred caterers, but the client is not required to use one of them. If a caterer has never worked at Landmark, they must tour the space and supply Minnesota Landmarks with copies of their license and insurance. The caterer is responsible for food services staff, table coverings and skirting, dinnerware, silverware and glassware for tables. Usage fees are assessed to each caterer. It is your caterer's responsibility to pay this charge; however, you should expect this fee to be incorporated into your bill. This fee covers trash disposal, special sanitary cleaning and use of the catering preparation space.

General Information continued on back side

BEVERAGE SERVICE

Minnesota Landmarks holds the liquor license for Landmark Center. The Landmark Center Beverage Service is responsible for the administration of sale and service of all alcoholic beverages according to the State of Minnesota liquor statutes. The Landmark Center Beverage Service is required, by law, to supply and service ALL liquor, wine and beer. Clients and catering companies cannot bring in their own alcoholic beverages. See the Beverage Service Pricing inserts for current drink prices and bar minimums. Bars are not available during changeover from ceremonies to receptions. Caterers, upon client preference and request, may pour Landmark provided dinner wine.

DEPOSITS AND BILLING

Minnesota Landmarks requires deposits for room rental and beverage service. Rental: deposit due upon signing of the contract; balance due six months before the event (this will vary with meetings and small events). Beverage Service: deposits are requested two to three weeks before the event. Final billing or refunds will be processed after the event. We do not accept credit cards. Checks returned for non-sufficient funds will be charged a \$20.00 fee.

DECORATIONS

We welcome your decorations in our facility. We do have decorating guidelines in place in order to protect the beauty of this historic site. Do not tape anything onto any painted surface. All candles must be enclosed in glass. Glitter and/or confetti cannot be thrown in the building or used as table decorations. No lights can be put in the Ficus trees. If balloon bunches are used, they must be weighted with something other than sand. Helium-filled mylar balloons are not allowed in the building and will be removed by Minnesota Landmarks staff if brought in. Fog machines and or bubble/foam machines are not allowed. Damage fees will be assessed if these restrictions are not observed. It is the renter's responsibility to inform caterers / decorators of these rules.

CEREMONIES

Wedding ceremonies are welcome at Landmark Center. We have a variety of rooms available for ceremonies depending on the number of guests expected. If the room has to be re-set between the ceremony and reception, additional fees will be assessed. If chair covers are used, there will be a substantial additional charge to move the chairs. Wine and champagne tray service is available during the changeover time. Bar service will not begin until the changeover is complete.

MUSIC

Bands and DJs are welcome at Landmark Center. Staging is available if required. All loading and unloading must be done at the loading dock on the northwest corner of the building. We advise groups to bring their own carts or moving equipment. There is access to standard 110 and 220 volt, 20 and 30 amp power sources. If more power is needed, arrangements must be made ahead of time to have the Landmark Center electrician tap into it. If the band has a certified electrician, he or she must show proof of certification before allowed access to tap area. All cords in traffic areas must be taped down. Sound check cannot begin until after 5:00pm week nights.

DAMAGE/LOSS

Minnesota Landmarks is not responsible for the loss of or damage to any items brought into the building.

COAT CHECK

Landmark Center has self-serve coat racks available at no charge. If a coat check service is desired, the client must supply attendants.

STORAGE

There is no storage space available at Landmark Center. Arrangements may be made to leave items overnight, at the client's risk.

General Information continued on back side

LOADING AND UNLOADING

All loading and unloading must be done at the loading dock, located on the corner of Washington and 6th Streets (the NW corner of Landmark Center). Parking is allowed on the striped area of the loading dock for this purpose only. Vehicles must be moved when loading / unloading is complete. Vehicles will be towed at owner's expense if parked for more than twenty minutes in loading area or in private parking spaces.

AUDIO VISUAL EQUIPMENT

In-house equipment includes four podiums with microphones, two standing microphones, three flip charts, one LCD projector with screen and a DVD/VCR-Monitor. Additional audio visual equipment is available through an outside source. The Event Services Department is happy to make the arrangements for you. Please call for price quotes.

PARKING

The parking meters in downtown St. Paul are free after 4:30 p.m. Monday - Saturday and all day Sunday. There are many parking lots and ramps within two blocks of the building. Average price is \$10.00 per car. Host-paid parking can be arranged by the client. Landmark Center does not offer valet parking, but we can recommend a local valet service.

OTHER

Portable staging (4'x8' sections - up to 16'x24') is available with Cortile rental. Pianos are available for an additional charge. Dance floors must be rented for events in the Courtrooms, but we do not require a dance floor for the Cortile. Some of the rooms are furnished with antique chairs. These are for viewing only. Please do not sit in or move them. The tables in #408 and in the Galleria must not be moved. Rugs cannot be rolled up or removed. Outlets are located in the floor in all rooms.

Minnesota Landmarks reserves the right to cancel any event. Please call the Event Services Department at 651-292-3228 or 651-292-4376 with any questions or concerns.