Landmark Center Rental Guide









LANDMARK
CENTER

landmarkcenter.org | 75 Fifth Street West, Saint Paul, MN 55102













Photos (clockwise from top left): Malwitz Photography, Bellagala, Bravado Weddings, Katherine Bowes, Malwitz Photography & Malwitz Photography
Photos on cover (clockwise from top left): Jeannine Marie Photography, Karen Feder Photography, French Touch Photography & Malwitz Photography

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About Landmark Center

We are honored you have considered Landmark Center for your special event. Wedding ceremonies and receptions, meetings, dinners, company celebrations, theater performances, and cultural events all have a space to use at Landmark Center. Open to the public every day and available for private events, guests are welcomed to have a "Landmark Experience" every time they visit.



The building opened in 1902 as a Federal Court House and Post Office. During its time as the Court House, the building was the site of many famous 1930s "Gangster Trials." By 1965 it was virtually empty and in disrepair. With the threat of demolition looming, a small group of local citizens spearheaded a campaign to save the building. In 1969, the building was placed on the National Register of Historic Places and renovation began. The building was renamed "Landmark Center" and opened to the public in 1978 as an arts and cultural center. Landmark Center is now a truly unique venue to hold your event. With our grand Cortile atrium and beautifully restored courtrooms we can accommodate groups from 20 to 1000.

Giving Back to the Community

When you rent Landmark Center you invest in the future of the building as a cultural gathering place. You also help provide quality multi-cultural arts and history programs that are free or low-cost to our diverse community assisting our mission as a "work of art serving people." Please visit landmarkcenter.org for our full calendar of public programming.

Rental Rates & Capacities

The full, breathtaking experience of the Musser Cortile will give your guests the experience of a European courtyeard in the heart of Saint Paul. The historic Landmark Center embodies the prestige and elegance of the Italian Renaissance as light pours in from the skylight and illuminates the vast tiled attrium below. This one of a kind venue can be customized to accommodate a variety of events: weddings, conferences, luncheons and more. Our event staff will work with you to develope a floor plan that is perfect for you, your guests and your event.

Capacities can vary based on elements of event

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

CORTILE RATES

Rental rates include the set-up, clean-up and use of our available inventory.

Monday - Thursday until 5 pm
$1,000

Monday - Thursday after 5 pm
$2,000

Friday/Sunday $4,500
Saturday $6,000

Ceremony addition $1,500
Includes a crew to flip the space, use of second floor for social hour, an on-site getting ready room, and rehearsal.

Building exclusivity +$1,000
Ensures your event is the only one in the building after 4pm. **Must be requested upon booking, as available.

Full building rental
Please contact for pricing. Includes use of all four courtrooms, their common hallways, and the Musser Cortile.







Photos (clockwise from top): Abigail Ann Photography, Jules La Photo & Clever Dissaray

Elizabeth Musser Cortile







Available Inventory

Qty.	Item
350	Brown padded banquet chairs
200	Brown padded banquet chairs (courtrooms only)
60	8’ rectangle banquet tables
20	6’ rectangle banquet tables
35	6’ round tables (seat ten)

Qty.	Item
50	5’ round tables (seat eight)
15	4’ round tables (seat five)
15	3’ round tables (seat four)
25	2.5' "Cabaret" high top tables
8	8’ serpentine tables



Also included: Twelve 4' x 8' sections of staging, sound system (for Cortile only), podiums, microphones, flip charts, screens, a/v carts, and white boards.

If you are looking for a more extensive A/V set-up, podiums, or microphones, we are able to refer a third party vendor.

Photos (clockwise from top left): Marissa Elise Photography, Abigail Ann Photography, Abigail Ann Photography & Tessa June Photography

Historic Courtooms

Monday - Friday until 5pm
$100/hour (Two hour minimum)

Evenings and weekends
$250/hour (Two hour minimum)

All day
$500 (8 hours, 8am-5pm)

Rental rates include the set-up, clean-up and use of our available inventory. Capacities can vary based on elements of event.



The Ramsey County Room

Courtroom #317

Capacity:
Theater Style - 125
Dinner - 80
Reception - 125
Classroom - 50
Conference - 36

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



The Butler Room

Courtroom #326

Capacity:
Theater Style - 60
Dinner - 48
Reception - 75
Classroom - 32
Conference - 24

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





Historic Courtrooms



The Sanborn Room

Courtroom #408

Capacity:
Dinner - 20
Conference - 20

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

Please note: the antique table cannot be moved





The Chief Justice Room

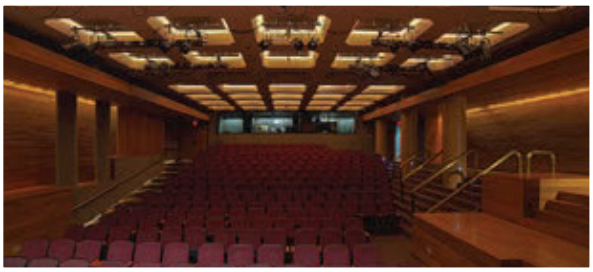
Courtroom #430

Capacity:
Theater Style - 50
Dinner - 40
Reception - 75
Classroom - 32
Conference - 24

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



F.K. Weyerhaeuser Auditorium



Rates:
$250/hour (four hour minimum)
or $1,200/day (8am-5pm)

Capacity: 220

Food & beverages are prohibited. Rate does not include soundbooth access or the required technician.



Landmark Center Beverage Service

Clients are **required** to use the Landmark Beverage Service for the sale and service of all alcoholic beverages according to the State of Minnesota liquor statutes and the Minnesota Landmarks beverage service policy. Options include, but are not limited to: fully hosted bar, partially hosted bar (based on time, product, or dollar amount), cash bar, and dinner wine/champagne pour. Estimates available upon request.

Landmark Beverage Service contracts are customized to each client to allow for greater personalization.

Basic Fees

Hosted beverages are charged based on consumption, and are subject to a 20% service fee and Minnesota State sales tax.

Minimums

There is a $800 per-bar minimum. This may vary with Courtroom events. If bar minimums are not met, the host is charged the unmet difference, plus Minnesota sales tax.

Set-Up & Labor

The $500 per bar set-up fee includes labor, all supplies, hard plastic drinkware, ice and mixes. If circumstances require additional staff, additional fees will apply.

Pricing*

Mixed drinks	$7-$10
Bottled beer	$7-$12
Keg beer (16 gallons) * (5 and 8 gallon kegs also available)	$450-$600
House wine/champagne	$6-$8/glass $30-$32/bottle $360-$384/case
Mineral water	$1/bottle
NA Beverages (Coca-Cola products)	$1/glass

*Prices are subject to change.



Beverage Service Policies

The Landmark Center 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 ensures prompt and friendly service.

Minnesota Landmarks holds the liquor license for Landmark Center. **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.**

Deposits are required for service.

Second floor social hours during change-overs are limited to beer, wine/champagne, and NA Beverages. Full bar service is available on the first floor once the change-over is complete.

Social hours for reception-only events are held exclusively on the first floor.

Photo: Rivets & Roses

Preferred Caterers

The Minnesota Landmarks Events Department proudly offers this list of preferred 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 Department before you book. All caterers must be fully licensed and insured to work in the building.

Brasa Catering | 612.353.7798 | www.brasa.us/catering-events.com
American Creole Cooking - Delicious, nourishing food inspired by the traditional ingredients and flavors of the southern U.S., Caribbean and Mexico. At the heart of our service is a commitment to hospitality.

Brie Cater | 763.781.0702 | www.briecater.com
Brie Cater provides local catering from the heart. We are very passionate about catering. We believe that having the right people, working the positions they love will bring forth the best results.

Chowgirls Catering | 612.203.0786 | www.chowgirls.net
Founded in 2004, Chowgirls has built our brand on a commitment to sustainability, hand-crafted fare, and thoughtful hospitality. From business events to weddings to private parties, we set the gold standard for creative menus, beautiful presentation, and customer care in Twin Cities catering.

D'Amico Hospitality | 612.238.4444 | www.damicohospitality.com
Inspired Cuisine. Inviting Venues. Intuitive Hospitality.
We are proud to craft experiences that define the best moments in life.

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.

Donatelli's | 651.777.9199 | www.donatellis.com/catering
At Donatelli's, we believe great food makes every gathering more memorable. With 50 years of experience, crowd-pleasing menu options, and a commitment to genuine hospitality, our team is dedicated to providing exceptional food and service you can count on. Let us handle the catering so you can focus on what matters most—enjoying the occasion and the people you share it with.

Green Mill Catering | 651.203.3100 | www.greenmillcatering.com
It starts with a complimentary tasting and ends with an incredible menu and VERY happy guests. Looking for something a little different? Just ask. We specialize in special requests. Our staff is ready with everything you need: linens, napkins, china, glassware, coffee, etc. and complete set up & tear down.

Food Gallery | 612.562.9840 | www.foodgallerycatering.com
Food Gallery is a woman-owned boutique catering company based in Minneapolis and serving the Twin Cities metro area since 2014. Our team has an appetite for creativity—and a knack for throwing a damn good party

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.

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.

Caterers must provide service staff, linens, skirting, plates, silverware and glassware for the tables. A representative must remain on-site for the duration for of the event.

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 outside of this list, they must be approved by the Event Services Department before you contract with them.

Policies & General Information

RENTAL
Rental prices include the set up and clean-up of Landmark Center's tables and chairs, use of space and security. Landmark Center does not provide nor place linens. If the guest count requires or a client requests additional or specialty tables and chairs, the client will be responsible for all associated fees. Courtrooms are accessible two hours prior to event start time for set up and decorating. Cortile set up and decorating may begin at 11 am. Private events may take place from 5 pm until 12 am. All vendors must be off-site by 1:30am.

CEREMONIES
Wedding ceremonies are welcome at Landmark Center. The beautiful Courtrooms can accommodate up to 125 people. We can also accommodate larger wedding ceremonies in the Cortile. If you hold both a ceremony and reception in the Cortile, there could be a changeover between the ceremony and the reception. Guests transition to the 2nd Floor balcony for a social hour while the room is reconfigured. NA beverages, bottled beer, wine and/or champagne tray service is available during the changeover. Full bar service is available on the Cortile when the changeover is complete.

TENTATIVE HOLD POLICY
Minnesota Landmarks Events Department has a first-come, first-served rental holding policy. We allow clients to tentatively hold a date at no charge for 10 days. In the event there is a waiting list and a date is booked, those on the waiting list will be alerted that it is no longer available.

DEPOSITS AND BILLING
Minnesota Landmarks Events Department requires deposits for room rental and beverage service. The rental balance is 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. Checks returned for non-sufficient funds will be charged a fee.

PAYMENT SCHEDULE
Initial deposit must be made within 14 calendar days upon receipt of the contract. Payments may be made with check, cash, ACH or credit card. A 3% service fee will be charged by the processor for all credit card payments. The remaining balance will be due 6 months prior to the event date unless otherwise noted on the contract. If we do not receive the payment by the due date, and do not hear from you, we reserve the right to release the date.

CANCELLATION POLICY
Initial deposit is due 14 calendar days after booking and is non-refundable. Balance is due 180 calendar days before the event and is non refundable. Minnesota Landmarks reserves the right to cancel any event. Please contact the Minnesota Landmarks Events Department with any concerns with this policy.

NONPROFITS
We offer a discounted rate for 501(c)(3) nonprofit organizations Monday through Thursday. Please contact the Event Department for further details.

PUBLIC SPACE
Landmark Center is a public, multi-use building. The building is open to the public until 5 pm Monday through Sunday.

CATERING
Landmark Center has a list of Preferred Caterers. These companies work here often and provide consistent service. However, any full-service licensed and insured catering company may serve food in the building. Any off-list caterer must be approved by the Minnesota Landmarks Events Staff and provide a copy of their catering license and insurance. The caterer is responsible for all food service staff and equipment. They are also responsible for linens, dinnerware, silverware and glassware for the tables. Usage fees are assessed to each caterer. This fee covers trash disposal, recycling, special sanitary cleaning and use of the catering preparation space. It is your caterer's responsibility to pay this charge; however, you should expect this fee to be included in your catering bill. A representative must remain on-site for the duration of the event.

Policies & General Information

PHOTOGRAPHY GUIDELINES

Although Landmark Center is a public space, there are guidelines and restrictions that must be followed for photography. No antique furniture is permitted to be moved from its original location. Climbing, sitting or standing atop any antique furniture throughout the building is prohibited. The use of drones is prohibited. Please do not leave any personal items unattended as it is a public building. Landmark Center staff is not responsible for anything left behind or stolen. Please note these are only a few of our guidelines and rental clients are exempt from obtaining a photography pass.

DECOR

We welcome your decor in our facility. Decorating guidelines are in place to protect the beauty of this historic building. Do not tape anything onto any painted surface. All real candles must be enclosed in glass. Glitter and confetti cannot be thrown in the building or used as table decor. Helium-filled balloons are not allowed in the building and will be removed by Minnesota Landmarks staff if brought in. Any exposed cords must be taped down. Fog, bubble, and foam machines, cold sparklers, and drones are not allowed. No aisle decor may include real candles, glass or water. Damage fees will be assessed if these restrictions are not observed. It is the renter's responsibility to inform vendors of these rules. All rental items must be removed at the end of the event. Landmark Center does not provide nor place linens.

MUSIC

Bands and DJs are welcome at Landmark Center. Staging is included if desired. All loading and unloading must be done at the loading dock at 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. All cords in traffic areas must be taped down. Sound check cannot begin until after 5 pm on weeknights.

AUDIO VISUAL EQUIPMENT

In house equipment includes podiums, wired and wireless microphones with stands, projectors, screens, and flip charts. High speed Wi-Fi is available for clients. Additional audio visual equipment can be coordinated through a third party vendor for additional fees.

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.

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), loading in through any other building entrance is not permitted. Use of the striped area is permitted on the loading dock for this purpose only. Vehicles must be moved when loading/unloading is complete. Vehicles will be towed at the owner's expense if parked for more than twenty minutes in loading area or in private parking spaces.

STORAGE

There is no secure storage space available at Landmark Center. Arrangements may be made to leave items overnight at the client's risk. Please contact the Minnesota Landmarks Events Department for more details.

DAMAGE/LOSS

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

PARKING

The parking meters in downtown St. Paul are free after 10 pm Monday - Saturday and all day Sunday. There are several parking lots and ramps within two blocks of the building. 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

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. Bathrooms are available on all floors except the first floor. The tables in Room 408 and in the Galleria may not be moved. Rugs cannot be rolled up or removed. Outlets are located in the floor in all rooms. Please call the Minnesota Landmarks Events Department at 651.292.3228 or 651.292.3293 with any questions or concerns.

Additional Information

CONTACT US

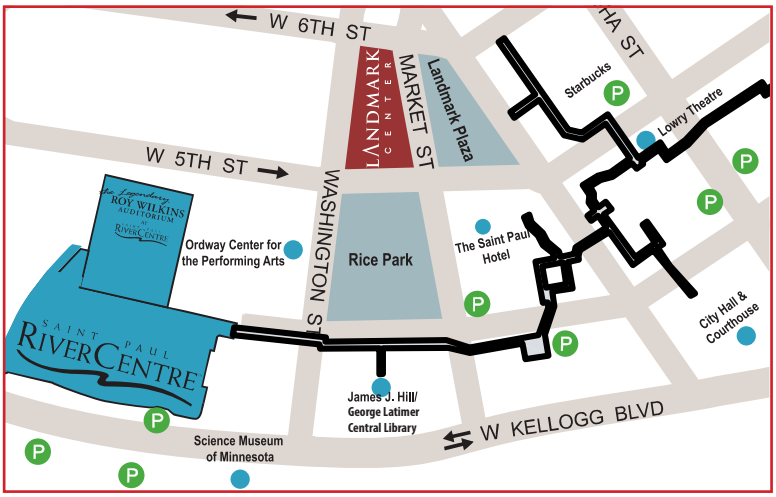
651.292.3293
hilari@landmarkcenter.org



Photo: Brian Bossany

MAILING ADDRESS

Minnesota Landmarks
75 Fifth Street West
Suite 404
Saint Paul, MN 55102



DIRECTIONS AND PARKING

Landmark Center is in downtown St. Paul at the north end of Historic Rice Park, across from the Ordway Center for the Performing Arts, the Saint Paul Central Library and The Saint Paul Hotel.

Landmark Center is accessible to those with impaired mobility. Please call ahead if you need additional assistance, 651.292.3233.

- Bike racks are located on 5th Street & Washington Street.
- Metered street parking is available.
- Additional parking ramps nearby: Lawson, Science Museum and RiverCentre Ramps.
- Additional parking information at: saintpaulparking.com.








LANDMARK CENTER
a work of art serving people



Landmark Center is owned and supported by Ramsey County and managed by Minnesota Landmarks, a non-profit agency dedicated to Landmark Center. We preserve and manage Landmark Center as a dynamic gathering place that celebrates the cultural diversity and collective history of the community. We strive to create a more connected and inclusive community, with a vibrant Landmark Center as its cultural heart.

Thank you!