

# LANDMARK CENTER RENTAL GUIDE



Photo by Bellagala



Photo by Kristin Smith



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LANDMARK  
C E N T E R

[www.landmarkcenter.org](http://www.landmarkcenter.org) | 75 5th Street West | St. Paul, MN 55102



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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. Your support assists Landmark Center’s mission as a “work of art serving people.” Please visit our website at [www.landmarkcenter.org](http://www.landmarkcenter.org) for our full calendar of public programming.

# RENTAL RATES & ROOM CAPACITY

## COURTROOMS (Two hour minimum)

Monday - Friday until 5 pm • **\$100/hour** | Evenings and weekends • **\$250/hour**



### 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 - 20

Conference - 20



### The Chief Justice Room - #430

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

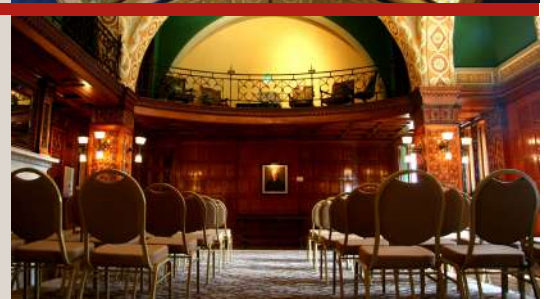
Theater Style - 50

Dinner - 40

Reception - 75

Classroom - 32

Conference - 24



## F. K. WEYERHAEUSER AUDITORIUM

Price includes Auditorium Technician. **\$250/hour**

Capacity: Up to 230 people

Four hour minimum

Food and beverages are not allowed in Auditorium.

## ALL DAY MEETING RATES (Weekday, up to eight hours)

Courtrooms **\$500**

Auditorium **\$1,200**

*Charges include the set-up, clean-up and use of our available inventory.*



# RENTAL RATES CONTINUED

## MUSSER CORTILE

First Floor Atrium (7200 sq. ft.)

Sunday - Thursday until 5 pm **\$250/hour** (Two Hour Min.)

Monday - Thursday after 5 pm **\$1,250/evening**

Friday **\$2,500/evening**

Saturday - Sunday **\$3,000/evening**

*Theater Style - 400 • Dinner/Dance - 320*

*Standing Reception - 750*

### **Add Cortile Ceremony with Change-over**

an additional **\$1,250**

*Includes a change over crew & use of 2nd floor loggia and one dressing room.*

## ENTIRE BUILDING

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

Capacity: Up to 1,200 people for receptions.

Up to 750 people for dinners.

## BUILDING EXCLUSIVITY

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



Photo by Bellagala

# AVAILABLE INVENTORY

- 350 • Brown padded banquet chairs
- 200 • Gold padded banquet chairs
- 40 • 8' Rectangular banquet tables
- 6 • 6' Rectangular banquet tables
- 35 • 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 • 2.5' "Cabaret" high top tables
- 8 • 8' Serpentine tables



*Also available: basic audio visual (a/v) services included with your rental fees. Twelve 4'x8' sections of staging, sound system (for Cortile only), podium with microphone, flip chart, screen, a/v cart, and white board.*

*If you are looking for a more extensive a/v set-up, we are able to refer a third party vendor.*

# LANDMARK CENTER BEVERAGE SERVICE

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.

## Host Bars

The host pays for all beverages, set-up fees, 20% service fee and required Minnesota State sales tax. Hosted beverages are charged on a consumption basis. A deposit is required for service.

## Cash Bars

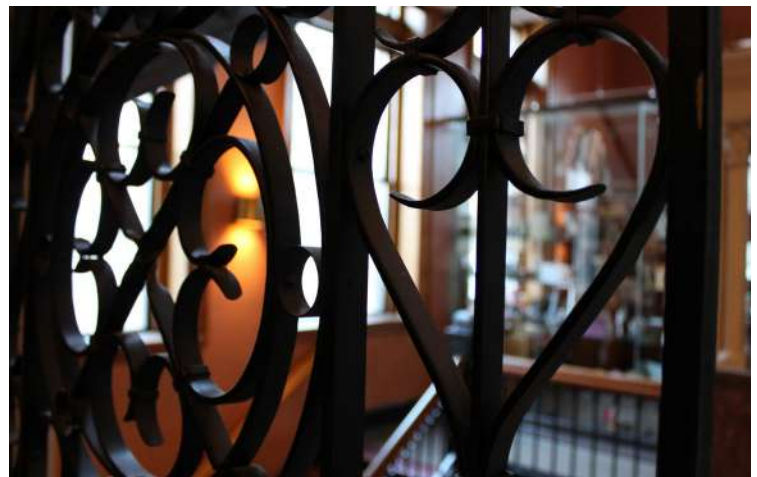
Guests pay for their own beverages. Bar minimums and set-up fees do apply and will be paid by the host. Full and soft bar packages are available (see below).

## Soft Bar Package

Beer, wine, soft drinks, and bottled water are served. There is a \$550 per bar minimum with the soft bar package.

## Full Bar Package

Beer, wine, hard liquor, liqueurs, mixes, soft drinks and bottled water are served. There is a \$750 per bar minimum with the full bar package.



## Soft Host Cash Bar Package:

The host pays for beer, wine, soft drinks and bottled water up to a determined amount. Guests pay for mixed drinks. There is a \$750 per bar minimum for the soft host cash bar package.

## Minimums

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

## Set-Up Fees

The \$350 per bar set-up fee includes basic bartender labor fees. The set-up fee also includes napkins, ice, basic bar ware and hard plastic drinkware. If circumstances require additional staff, additional fees will apply. If required, labor fees are \$25 per server per hour.



Photo by Kristine Erickson



# LANDMARK CENTER BEVERAGE SERVICE

## BEVERAGE PRICING\*

Highballs.....\$6	House Wines & Champagne..... \$6/glass \$28 - \$30/bottle \$336 - \$360/case
Cocktails.....\$8	
Liqueurs.....\$7.50	Sparkling Cider..... \$10/bottle (Apple)
Bottled Beer..... \$6 - \$7	Mineral Water..... \$1/bottle
Keg Beer..... \$400 - \$550 (16 gal)	Soda..... \$1/glass (Coca-Cola products)

\*Prices are subject to change

Please note: Landmark Center is a highly preferred wedding venue and our event dates book up to two years in advance. Prices listed reflect beverage pricing at the time of this brochure's printing and are therefore 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 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.

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.** Caterers, upon client preference and request, may pour Landmark provided dinner wine.

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



# 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. Please see pages 2-3 for current rental rates. If the guest count requires or a client requests additional or speciality tables and chairs, the client will be responsible for all associated fees. Cortile set up and decorating may begin at 11 am. Events start after 5 pm and may be booked until 12 am. Clients will have access to the Courtrooms two hours prior to the start time for set up and decorating.

## TENTATIVE HOLD POLICY

Landmark Center Events 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, we will move down the list giving each successive client 10 days from the day the date is released to make a decision. If a date is booked, those on the waiting list will be alerted that it is no longer available.

## DEPOSITS AND BILLING

Minnesota Landmarks Event Services Department requires deposits for room rental and beverage service. The rental deposit due is upon signing of the contract. The 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 \$30 fee.

## PAYMENT SCHEDULE

All deposits must be made within 30 days upon receipt of the contract. Payments may be made with check, cash or credit card. A 3% service fee will be applied 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.

## CANCELATION POLICY

Clients may cancel an event and receive their deposit back less a \$250 processing fee if canceled 6 months prior to their event date. If the client cancels within 6 months of their event date, there will be no refund. Minnesota Landmarks reserves the right to cancel any event. Please contact the Event Services Department with any concerns with this policy.

## 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, plan on additional time needed to complete the changeover. Wine and champagne tray service is available during the change over time. Full bar service on the Cortile will not begin until the change over is complete.

## NONPROFITS

We offer a discounted rates for nonprofit organizations Monday through Thursday. Please contact the Event Services Department for further details.

## CATERING

There is not an "exclusive" caterer at Landmark Center. Any licensed and insured catering company can work in the building. Clients are not required to use one of the preferred caterers however, if a caterer has never worked at Landmark Center, they must tour the space and supply Minnesota Landmarks with copies of their license and insurance. The caterer is responsible for food service staff and equipment, table coverings, and skirting for all tables, 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.

## 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 and climbing, sitting or standing atop any antique furniture throughout the building 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. A full list can be requested from the rental office or on our website.



# POLICIES & GENERAL INFORMATION

## PUBLIC SPACE

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

## DECORATIONS

We welcome your decorations in our facility. Decorating guidelines are in place 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 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, bubble and foam machines are not allowed. No aisle decorations may include candles, glass or water. Damage fees will be assessed if these restrictions are not observed. It is the renter's responsibility to inform caterers and decorators of these rules.

## 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. All cords in traffic areas must be taped down. Sound check cannot begin until after 5 pm on week nights.

## AUDIO VISUAL EQUIPMENT

In-house equipment includes four podiums with microphones, microphone stands, wireless microphone, and three flip charts. Additional audio visual equipment can be coordinated with 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). 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 the owner's expense if parked for more than twenty minutes in loading area or in private parking spaces.

## STORAGE

There is no storage space available at Landmark Center. Arrangements may be made to leave items overnight, at the client's risk. Please contact the Event Services 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 many parking lots and ramps within two blocks of the building. Average price is \$15 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

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 Room 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 651.292.3293 with any questions or concerns.

# PREFERRED CATERERS

The Minnesota Landmarks Event Services 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 Event Services Department before you book. All caterers must be fully licensed and insured to work in the building.



Brie Cater | 651.451.2743 | [www.briecater.com](http://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 Killer Catering | 612.203.0786 | [www.chowgirls.net](http://www.chowgirls.net)

Our team has been championing sustainable food, building relationships with local farmers, and creating delicious, approachable menus for over 11 years. We strive to bring you the freshest made from scratch food, paired with the best service and event planning in the cities to create memorable events for you.



D'Amico Catering | 612.238.4444 | [www.damicocatering.com](http://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](http://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.



Envision Catering and Hospitality | 651.501.8191 | [www.envisioncatering.com](http://www.envisioncatering.com)

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



Lake Elmo Inn | 651.777.8495 | [www.lakeelmoinn.com](http://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](http://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.



Kane's Catering | 651.482.9005 | [www.kanescatering.com](http://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.



The Saint Paul Hotel | 651.292.9292 | [www.saintpaulhotel.com](http://www.saintpaulhotel.com)

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



True Tastes Event Catering | 651.334.7119 | [www.truetastes.com](http://www.truetastes.com)

We are the only on-site caterer. 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!

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

*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 Department before you contract with them.*



# ADDITIONAL INFORMATION

## CONTACT INFORMATION

Phone: 651.292.3228

E-mail: [betsy@landmarkcenter.org](mailto:betsy@landmarkcenter.org)

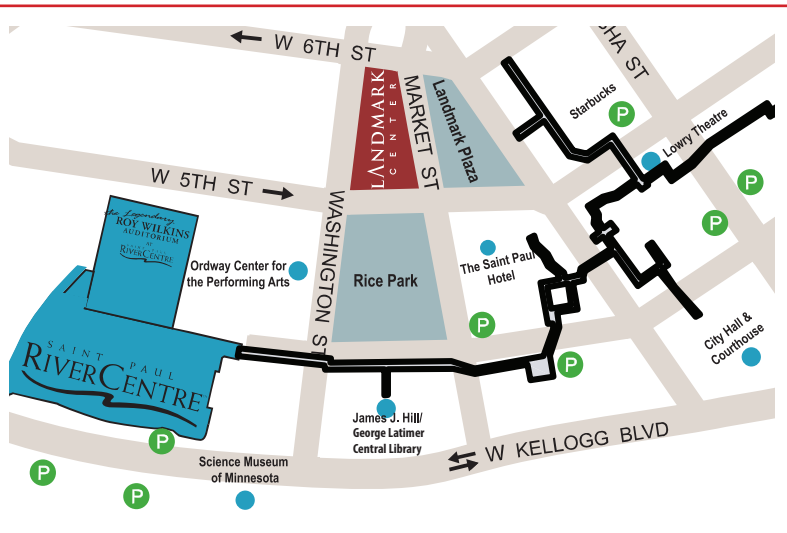
Website: [www.landmarkcenter.org](http://www.landmarkcenter.org)

Mailing Address:

Minnesota Landmarks

75 5th Street W., 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 is available in nearby Lawson, Science Museum and RiverCentre Ramps.

Parking information is available at [saintpaulparking.com](http://saintpaulparking.com).



LANDMARK  
CENTER

*a work of art serving people*



Owned and sponsored by Ramsey County, Landmark Center is managed by Minnesota Landmarks, a not-for-profit organization. It is the mission of Minnesota Landmarks and Ramsey County to keep Landmark Center open and accessible to the public.

Thank you!