

Example:

- **Catering:** If the event client uses Crave Catering, a 10% fee will be applied. If dinner is provided by the event client's choice of caterer and is not Crave Catering, a 15% fee will be applied.
- **Audio/Visual:** If the event clients uses one of our preferred vendors, a 10% fee will be applied.
- **Equipment rental / decor:** If the event client chooses a non-preferred vendor who supplies the tents, lounge furniture, linens, tables-chairs, and other décor, the 15% fee will apply.

Option 3: Flat fee. As discussed on 2/13/17, your team was going to reach out to the event client to determine what their maximum number would be for the five day venue fee. As noted, if this were the option that your team would like to go forward with, we will submit the number that you present to the building's Owner to see if they would agree to that number. If that number is not agreed to, we will notify you. **ADD NEW NOTE HERE: DO WE WANT TO ADD THE LOWEST NUMBER WE WOULD TAKE WITH THE KNOWLEDGE THAT THEY MIGHT GO ELSEWHERE IF IT IS TOO HIGH?**

Best Regards,

Tannen

Tannen Loge
Sr. General Manager
Union Depot
214 Fourth Street East, Suite 300
Saint Paul, Minnesota 55101
tel + [REDACTED]
[Tannen.Loge@\[REDACTED\]](mailto:Tannen.Loge@[REDACTED])
www.uniondepot.org

