

Loge, Tannen

From: Loge, Tannen
Sent: Monday, February 27, 2017 5:32 PM
To: Volpe, Tina; Dawn Westermann (Dawn.Westermann@[REDACTED])
Subject: MN Vikings

Importance: High

Tina,

Kevin Warren (COO of the MN Vikings) contacted me today with regards to our event room rental pricing and what is included. I do not believe he has received this email that I forwarded to their NYC event managers. He stated that he spoke to the Wilfs and they wanted him to reach out to us. He asked us for two things:

- 1) This breakdown of options that had already been sent to them
- 2) The lowest price that we would accept (As you know, I do not like to negotiate this way as we already told them that we needed their max rate).

Let's discuss tomorrow and he has asked that I send him an email with these options. He stated he wanted to work with us on this in order to get the deal completed. Here is the email that I would recommend sending (or something similar) to Kevin.

Dear Mr. Warren,

Per our conversation on 2/27/17, I have included the information that was previously sent to Image Party and Events with relation to the Owners' dinner next year. I have included additional detail for your review.

Option 1: Using preferred vendors (Most Common – Standard Option). This option includes a 10% venue fee owed to Union Depot by the Contractors (vendors) of the following categories: Catering, audio/visual, equipment rental and décor. While our event agreement does not specify the ten percent venue fee, this is an established and standard agreement that has been contracted between Union Depot and the preferred vendors. Invoices must be sent with the vendor fee and paid within 30 days of the "event". This fee will be paid directly by the vendor, not the event client (Licensee).

Option 2: Using non-preferred vendors. As outlined in Exhibit A – Event Arrangement that had been emailed to you, there is a 15% non-preferred vendor commission that will apply to work as it will be outlined in the vendor's contract. This includes items such as catering, audio/visual, equipment rental and décor. Invoices must be sent with the vendor fee and paid within 30 days of the "event". One difference between option 1 and option 2 is that Union Depot's current preferred vendors already know about this venue fee and know how to include this in their pricing whereas the non-preferred vendors do not have a history at this property and will need to be notified of this fee.

NOTE: There is a chance that your client will choose to use both preferred and non-preferred vendors. If so, the fees noted above will be applied to each category.

Kevin, once you review this event fee outline, please contact me and we go over any questions along with a timeline of when this Agreement will be signed.

Best Regards,

Tannen

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