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From: Anthony, Amy [[mailto:AnthonyA@\[REDACTED\]](mailto:AnthonyA@[REDACTED])]
Sent: Thursday, September 29, 2016 9:31 AM
To: Westermann, Dawn
Subject: Re: Vikings Site Visit - September 29th 10am

Dawn,
Hello! We should be there in about 10 minutes - there plane was a little early.

Sent from my iPhone

On Sep 20, 2016, at 12:39 PM, Westermann, Dawn <[Dawn.Westermann@\[REDACTED\]](mailto:Dawn.Westermann@[REDACTED])> wrote:

Hi Amy,

I got your call on the road. September 29 from 10am-11am is fine, if you need more time, that is fine, too. I'm so glad they love it! Today I got my rooftop tour and I attached a couple of the many photos I took from up there.

Here's my plan on the tour, let me know if you want additional people to cover possible needs. Tina Volpe and Brooke Pearce would join us. Tina is the marketing manager, but has been with the building since its 2012 renovation, so she has a really good idea of the building and access, security, etc. Brooke Pearce was on the first tour you made, I understand. She is my events coordinator, who handles all the details after we book a space for someone, though I'll help her with that where needed. (I'm still a contact available after.) I'm on my 4th week here, so they are still getting me accustomed to everything. (I was at Ultimate Events prior to this, so Tim Smith, who I know you know well, and I were the "point contacts" for Union Depot as a preferred vendor, so I've been in the last few years, just not this much! I don't know that you and I have directly met? But I was at Skyway Event Services with Ted Ewing and Margaret Johnson 2006-2008 before the current Ultimate Events bought that and Aarcee Party & Tent Rental. I'm sure you know Pete Cole, too. I'm sorry. ☺)

If you would like anyone from our security team to join us, they could, just let me know. I know you wanted to cover more on the phone, so please just try back.

Thank you,
Dawn

From: Westermann, Dawn
Sent: Friday, September 16, 2016 1:54 PM
To: 'Anthony, Amy'
Subject: RE: Vikings Site Visit - September 29th

Hi Amy,

- Crave Catering is our current exclusive caterer on site, with the Union Depot Bar and Grill scheduled to open hopefully by or in March of 2017. Contact: Dawnette Meadows, [dmeadows@\[REDACTED\]](mailto:dmeadows@[REDACTED]), cell [REDACTED].
- We wanted to remind you of our non-preferred vendor policy so that any questions can be addressed now. Any vendor working in our facility that is not on our Preferred Vendor List (catering, audio visual and event rental and décor) is required to enter into a non-preferred vendor contract with us and provide us with the required COI listing our additional insured's. These vendors are required to pay a 15% commission to the building owners, due within 30 days after the event, on the total invoice to the event client before tax. Attached is additional information. Due to the nature of this event we are willing to waive step one which is the vendors having to submit a proposal and we can go straight to contract. Any questions can be directed to Tina. Her contact information is also in the attached document.
- The lease to hold Suite 170 for their event the cost would be \$2,000 per month. This is well below market rate at \$12 per sq ft. It would make a good place for them to be able to have equipment shipped and held for the event.

The CAD drawings can be found via this link:

https://www.cubbyusercontent.com/pl/CAD+Drawings/_163987985cc0499a8c8c8f97ef853161

We understand you will be able to share these with the caterer who was here (Michael Scott Events).

Rental rates of spaces:

We were asked about the cost of renting the "whole building", or at least all rentable spaces, which would not include tenants who have leases. Here is the cost per space breakdown:

\$3,000 Waiting Room (the 70ft x 300ft space)

\$2,000 Head House (lobby area where Java Express is currently)

\$2,000 Red Cap Room (windows overlook the Waiting Room)

\$1,000 bundled rate for additionally getting the Veterans Gallery and Riverview Conference Room, also on the 2nd floor with the Red Cap Room

\$8,000 total, which is the quick number we calculated on site today, which is a fantastic value especially since the Head House has not been available for rentals of this exclusivity or size. This is event day only, so the other days needed prior to that for set up will have to be discussed further, as well as addressing accessibility of the public in those spaces prior to event day.

The North Plaza is a rent-able space, and as the meeting continued it became clear that area would also like to be reserved exclusively, with the front of the building not accessible by other groups (day of event only). The North Plaza rents for \$1,000.

As there was discussion on preparation and set up days leading up to event day, we'd have to work with you and the involved parties on what would be needed. We'd be inclined to do our typical arrangement of half-rate rental on those days so long as regular public use could take place. For example, we could see putting up the tall drape wall in the Waiting Room in advance, or stanchioning off some areas and maintaining that. Then event day alone would be the day where regular public traffic would be directed through in other ways. There would probably be a day after the event that would be for tear down that would be at the half price rate as well.

Please let me/us know if there is anything not addressed here. Thank you for your patience!

Dawn Westermann