

## Loge, Tannen

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**From:** Loge, Tannen  
**Sent:** Tuesday, March 21, 2017 11:36 AM  
**To:** 'Warrenk@vikings.nfl.net'  
**Cc:** Volpe, Tina; Dawn Westermann (Dawn.Westermann@██████████)  
**Subject:** Union Depot - Revised Flat Fee - Option 3 as of 3-13-17

Good morning Kevin,

Per our conversation this morning, I am sending you an email with the three options that we had discussed during our meeting last week. There were only two changes made to the flat rate option than what had previously was sent to you on 3/1/17. The first change is where as we agreed to reduce the fee from \$213,600 to \$168,600, a savings of \$45,000. The second change we had discussed was changing the setup time from Tuesday morning at 7:00 a.m. to Tuesday evening beginning at 7:00 p.m. You will find these changes noted below in option 3.

**Option 1: Using preferred vendors.** 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). In addition to the 10% preferred vendor fees, the room rental fee is \$24,500.00.

**Option 2: Using non-preferred vendors.** As outlined in Exhibit A – Event Arrangement that had been emailed to Imagine Party and Events, 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. In addition to the 15% non-preferred vendor fees, the room rental fee is \$24,500.00.

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.

**Example:**

- Catering: If the event client uses Crave Catering (preferred vendor), 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 client 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. If the event client chooses a preferred vendor, the fee is 10% versus the 15%.

**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. **Note 3/1/17:** Kevin, you had asked the question of what would be our lowest number that we would accept and I have discussed this in depth with our team and the lowest

number we would accept would be \$213,600.00. This number reflects both the room rental fees along with the commissions due to the Union Depot by the vendors. This is the "all-in" fee. The days that would be available would be Tuesday, January 30, 2018 at 7:00 a.m. – Friday, February 2, 2018 to 12:00 p.m. **New Note**  
**3/13/17: Per our meeting on 3/13/17, we agree to reduce to the flat fee to \$168,600. An additional change to this option will be the setup time. The flat fee of \$168,600 will include this timeframe: Tuesday, January 30, 2018 at 7:00 p.m. – Friday, February 2, 2018 to 12:00 p.m.**

Additional Notes:

As noted above, there are three options to consider:

- Option 1 – 10% preferred vendor fee.
- Option 2 – 15% non-preferred vendor fee.
- Option 3 – Flat fee of \$168,600

\*Note: These options listed above do not include any costs associated with security, janitorial, or engineering that are directly related to your event. These costs will be billed out at the hourly rate as identified in the Event Agreement.

We appreciate your attention on this matter Kevin and please contact me on my cell phone [REDACTED] if you have any additional questions.

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](http://www.uniondepot.org)



**From:** Loge, Tannen  
**Sent:** Wednesday, March 01, 2017 11:51 AM  
**To:** 'Warrenk@vikings.nfl.net' <Warrenk@vikings.nfl.net>  
**Subject:** Union Depot - Event Fee

Good morning Kevin,

Per our conversation, I have included the email that was sent to the event team with regards to the Owners' dinner here at Union Depot. After you review this email, please let me know if you would like to set up a time to meet to go over these details. As I shared with you on the phone, the standard way that we book our event rooms is our Clients pay a room rental fee and the vendors that they work with (preferred and non-preferred) pay us a commission on

their total invoice. It is most common that these commission fees are charged back to the Client. In an effort to accommodate the request that was made to pay a flat rate on the commissions, we spoke with other venues, vendors and the Super Bowl Host Committee and determined the rate based on the information we received. Thank you Kevin and we are looking forward to working with the Vikings organization and feel Union Depot will be a great place to host this event.

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As noted above, there are three options to consider:

Option 1 – 10% preferred vendor fee.

Option 2 – 15% non-preferred vendor fee.

Option 3 – Flat fee of \$213,600.00

\*Note: These options listed above do not include any costs associated with security, janitorial, or engineering that are directly related to your event. These costs will be billed out at the hourly rate as identified in the Event Agreement.