

Westermann, Dawn

From: Volpe, Tina
Sent: Tuesday, July 18, 2017 2:30 PM
To: Imagine Party and Events
Cc: Westermann, Dawn; Barry, Grace
Subject: RE: Contract signed
Attachments: Headhouse parking meters.pdf; North Plaza Truck Parking.jpg

Stacey-

I put my responses to your earlier questions below in red. Please let me know if you need anything else!

Thanks,

Tina

1. Michael Scott Catering is planning on serving some items that need to be fried and some items that need to be seared. We are just confirming that he went over that with you and it will not be a problem. In addition, he would like to know if he can fry/sear with electric on the loading dock?

He would also like to know about the availability of using the area that is now the cafeteria for extra catering space? I am not sure what cafeteria space you are referring to. Can you provide me more information on that? I need to reach out to the health department on the cooking questions and she is out of the office until tomorrow.

2. We want to confirm that the Amtrak Lounge will be closed to the public, therefore prohibiting the public from entering our event space. Yes.

3. There is an unfinished space off of the room between the concourse/waiting room and the Head House- is that available for Jerry Rose to use for storage if it is not rented to a third party at that time? You had mentioned that is was, but we need to confirm that. We currently have this space out in a lease proposal. It very well may be leased to a tenant by your event. If you were interested in renting out on a short term lease to guarantee it's availability through February 2 we could do that for \$2,700/month. Keep in mind the space does not have a certificate of occupancy so you would have to work with the City of Saint Paul to get a temporary permit for your use. That may include expenses such as adding exit signs, etc.

4. Can the vending machines at the top of the 2nd landing of the Kellogg entrance be removed for our event day? Yes.

5. Can the Lite Brite exhibit be turned off for our event or covered? It can be turned off. If you wish to cover it, that is fine as long as we can sign off on your plans.

6. As discussed at last meeting, Please confirm if the wiring of the generator be run through the Java Express space. In addition, who shall we speak to regarding using the Java Express space for Michael Scott Catering? You will need to work directly with the owner of The Java Express, Crystal Scott to determine use of her space. She did indicate to me that she would be willing to work with you. But you will need to talk to her about specific terms and days of use. She can be reached at scottcrystal125@ [REDACTED] or [REDACTED]

7. Please confirm that the lamp posts in the Head House can be removed from the head house prior to the event? These will be removed.

8. Please confirm that we can use the front doors of the building to load out- want to confirm that we can load out the dinner portion of the event through these doors while the after party is going on? Yes, however, trucks cannot be pulled up onto the pedestrian half circle on the North Plaza. You would need to stage them towards