



The St. Louis County Depot Special Event Request Form must be submitted and approved for any events to be held within designated event space in the building.

An event is an activity which includes one or more of the following: external catering, rental equipment, the rearrangement of current furniture, special guests/speakers, celebrities or public figures, substantial audio, visual or structural components, facility management needs or special security considerations.

Please provide all information listed below. Additional information may be required based on the event details provided. Requests must be submitted a MINIMUM of six (6) weeks prior to your event.

Please fill out this form to the best of your knowledge & ability.

ST. LOUIS COUNTY DEPOT SPECIAL EVENT REQUEST FORM

Date Request Submitted: [Click here to enter a date.](#)

Requestor / Tenant's Name: [Click here to enter text.](#)

Primary Contact Name: [Click here to enter text.](#)

Phone #: [Click here to enter text.](#)

Mobile #: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Designated Event Location(s): [Click here to enter text.](#)

Event title: [Click here to enter text.](#)

Section 1. Event Basics

Event date(s): [Click here to enter a date.](#)

Event start time: [Click here to enter text.](#)

Event end time: [Click here to enter text.](#)

Nature of Event (detailed description): [Click here to enter text.](#)

Provide headcount for: Staff: [Click here to enter text.](#) Guest: [Click here to enter text.](#) Crew: [Click here to enter text.](#)

Is this event public or private? [Choose an item.](#)

Is any area by or within the event space open to the public? [Choose an item.](#)

If so, what part? [Click here to enter text.](#)

Section 1A. Delivery Details

Load In time: [Click here to enter text.](#) Load Out time: [Choose an item.](#) Delivery* entrance:

[Choose an item.](#) * *Blackout times must be honored.*

Delivery Items/Rentals. *List all elements/equipment being delivered (Props, catering, drapes, signs, etc.):* [Click](#)

[here to enter text.](#)

Section 2. Additional Event Elements

Will there be Catering? [Choose an item.](#)

Name of Catering Company: [Click here to enter text.](#)

Electrical and/or Catering Equipment. *List all electrical equipment.* [Click here to enter text.](#)

Will alcohol be served? [Click here to enter text.](#)

Who will be serving alcohol? [Click here to enter text.](#)

Does the serving organization have a City of Duluth Liquor License*? [Choose an item.](#)

**A liquor license is required to serve alcohol.*

In what areas will the alcohol be served? [Click here to enter text.](#)

Have any special security provisions been made related to the service of alcohol? If yes, what are they?

[Click here to enter text.](#)

Performers/Entertainment/Music: [Choose an item.](#)

List instruments and equipment: [Click here to enter text.](#)

Will you be needing A/V equipment? : [Choose an item.](#)

If so, list equipment: [Click here to enter text.](#)

Do you have any requests to access or turn off the digital monitors? : [Choose an item.](#)

If so, please elaborate: [Click here to enter text.](#)

Will you be using special lighting? [Click here to enter text.](#)

Where/What? Be detailed and include a drawing: [Click here to enter text.](#)

**please note you must follow all Event Guidelines for electricity, load, and placement.*

Do you need the doors unlocked beyond regular hours? [Click here to enter text.](#)

Do you need access to the Great Hall balcony: [Click here to enter text.](#)

Do you need access to any other Depot space (kitchen/classroom/hallways): [Click here to enter text.](#)

Do you need tables & chairs? How many?: [Click here to enter text.](#)

Do you need stage, art walls, and/or sign holders? How many?: [Click here to enter text.](#)

Section 3. Security and Depot Staffing

Will private security be present? [Choose an item.](#)

Name of private Security Firm: [Click here to enter text.](#)

Will your event require Depot Guest Service Staff (if available)? [Click here to enter text.](#) Number of staff: [Click](#)

[here to enter text.](#) Number of hours: [Click here to enter text.](#) *

Note a four (4) hour minimum for this service

Section 5. Media

Is media coverage expected? Choose an item.

Can we promote this event? Choose an item.

List invited & confirmed media: Click here to enter text.

List media equipment: Click here to enter text.

Floor Plan: A floor plan, detailing all elements within the event space, must be submitted with this form.

St. Louis County Depot Support Services & Fees: Event support service requirements will be based on event details provided and determined by *St. Louis County Management services*. *Services include, but are not limited to: elevator operator, fire guards, weekend event supervision and housekeeping. All fees must be paid by the Requestor. For more information regarding services and fees, please refer to the "Guide to Special Events Planning at the St. Louis County Depot" provided with this form, or you may contact the Director.*

BY SIGNING BELOW, you indicate the following:

- You agree with the below policies and agree to comply with SLC's safety rules and regulations as well as all state, county, and municipal requirements/permits, including: Health, Alcohol, OSHA, etc.
 - o *Promote safety, to facilitate the proper use of the St. Louis County Depot and to protect the facility, its guests, its employees, lessees/tenants and the public.*
 - o *Ensure all events must comply with all SLC's safety rules and regulations for the St. Louis County Depot and any permit requirements of the City of Duluth.*
 - o *Requestor will pay for any and all support services from SLC as deemed necessary for the event.*
 - o *You understand that all requests should be considered TENTATIVE until confirmation is RECEIVED.*
- You have provided all up-to-date and complete information for this event on this request form, along with a detailed floor plan and have submitted this form six (6) weeks prior to your event.
- You acknowledge having received and read a copy of the "Guide to Special Events planning at the St. Louis County Depot".
- Any information not provided, or that has not been received prior to approval, may cause the event to be delayed or canceled at the sole expense of the Tenant/Requestor.
- By signing this, you are agreeing to only use the spaces that you've requested. Entering any spaces not agreed upon is strictly forbidden.

SIGNATURE: _____ DATE: Click here to enter a date.

TITLE: _____

You may submit your request electronically to DepotServices@stlouiscountymn.gov or in person at SLC Depot Management Offices/Drop Box Available.

For Internal Use Only

Received On _____ Received By _____

Liquor License Needed Y N Security Needed Y N

Tables/Chairs Checkout Y N Tables/Chairs Check in Y N

Pre-Event Checklist Received on _____

Post-Event Checklist Received On _____

Extra Cleaning Needed? Y N Details: Cost:

Extra Staff Needed? Y N Details Cost:

Other: