



**THE
DEPOT**

RFI #

Request For Information “Depot Event Services”

St. Louis County hereby announces that it is issuing a Request for Information (RFI) for event services at The Depot Arts and Culture Center. The purpose of this RFI is to gauge interest and availability of community businesses to provide event services, ensuring that we maintain high standards of safety and quality for our patrons.

Amenities at The Depot include:

- The Great Hall Event Space: A spacious area suitable for various events.
- Public Restrooms: Conveniently located for guests.
- Small Kitchen Space: Equipped for catering and food preparation.
- Suite of Breakout Rooms: Includes a boardroom with advanced virtual technology.
- Balcony Space: Adds an additional level for viewing and gatherings.
- Galleries: Display areas for art and exhibitions.
- Rehearsal Room: Flexible space for practice and can be used during events.
- 275-Seat Theatre: A fully equipped theatre for performances and presentations.
- Accessibility Throughout: Designed to be accessible for all guests.
- Tables and Chairs for 300: Ample seating for large gatherings.
- Limited Linens: Available for table settings and decor.
- PA Technology: Sound system for announcements and performances.
- Modular Stage: Flexible staging options to accommodate various event layouts.
- Presentation Screens: Equipped for displaying visuals and presentations.

Responses shall outline the following:

- A description of your business and event services offered
- Relevant experience and examples of past events coordinated
- Evidence of applicable licenses and insurance
- Proposed pricing structure for services

Interested parties shall submit a response to DepotServices@stlouiscountymn.gov

Applicants will be scheduled for a tour of The Depot's facilities and provided training on building safety and protocols. Successful applicants will then be added to a list of vetted event coordinators, allowing customers to book services at their discretion. Event services will be booked according to the specific needs of each event; this information will in no way oblige an event provider to provide services without further agreement.

Questions regarding this RFI may be directed to Depot Services,
DepotServices@stlouiscountymn.gov.

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St. Louis County, Minnesota [Click or tap here to enter text.](#)