

Lake Elmo Inn

EVENT CENTER

WORLD CLASS DINING CLOSE TO HOME • SERVING THE TWIN CITIES SINCE 1881

ROOM RENTAL

Full Facility Rental (Non-refundable as Deposit)

1800 Saturday

1100 Friday

800 maximum Sunday thru Thursday

175 per hour (3 hour minimum)

Half Facility Rental (Non-refundable as Deposit)

800 Friday

500 maximum Sunday thru Thursday

125 per hour (3 hour minimum)

Amenities included in the Room Rental

Set Up and Breakdown of your Event, including:

66" Round Tables

30" Cocktail Tables

8' Banquet and Classroom Tables

21' X 21' Dance Floor

76" X 32" Staging

Welcome Screens

Video Presentation Package including Built-in Projectors,

Screens, Laptop Hook-up with Audio, Remote Controls,

Microphones, Wireless Internet, Podium

Private Bridal Suite/Lounge Area with Wet Bar

On-Site Special Event Coordinators

Complimentary Tasting for Weddings

Cutting and Serving of Wedding Cake

(All cakes must be supplied by the Lake Elmo Inn or a licensed bakery)

Food & Beverage Minimum with Full Facility Rental

Includes food, beverages and bar totals.

7000 Saturday

5000 Friday

Food & Beverage Minimum with Half Facility Rental

Includes food, beverages and bar totals.

2500 Friday

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EVENT ENHANCEMENTS

Included in Rental Charge:

Video Presentation Package

Includes built-in projectors, screens, laptop hook-up with audio, remote control and laser pointer.

Microphones

Four (4) wireless microphones, including two (2) handheld and two (2) lapel style.

Microphone Stand

Podium

Choose from full floor podium or tabletop podium

Internet Access

Wireless internet access in full room.

Privacy Suite

Secure private suite complete with lounge furniture, table and chairs, large mirror and complimentary beverages.

Welcome Screens

Two plasma screens in the lobby to display your custom DVD message or slideshow.

Event Coordinators

On site Event Coordinators to ensure your event runs per your instructions.

Additional Enhancements

Rod and Drape

Drape available in ivory, brown, black or white; sold in 10 foot sections.

100

Couch and Chair Conversational Groups

Six (6) loveseat size couches and four (4) armchairs with coffee tables and fireplaces.

300

DVD Player

20

3M Post-It Flip Chart Pad

45

Sharpie Markers in Four Colors

3

Legal Pad and Pen

2

Dry Erase Markers

3

Surge Protector

5

The Event Center holds up to 300 guests for formal dining, but has the ability to be split into up to four separate rooms for individual break-out spaces of up to 50 guests in each. Each space has an independent audio/visual package and microphone. Spaces are custom arranged to your needs and an on-site Event Coordinator or Manager will supervise activities during your event. We can provide classroom tables or open up the space using large rounds to encourage interaction among your guests.

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CEREMONY ENHANCEMENTS

Indoor Wedding Ceremony

Amenities include:

Pipe and Drape
Ivory Stage Covering
Columns for Flowers
Unity Candle Pedestal
Microphone Stand

200

Other Amenities Offered:

Couches and Armchair Conversational Groups

Six (6) loveseat size couches and four armchairs with over-sized coffee tables and fireplaces.

300

Silver Cake Stand

Silver square stand; can hold up to a 14" Square or Round Cake.

20

Pagoda Display

Multi-level clear acrylic stand which can display anything from Sushi to Mini Desserts.

30

Candy Station Display

Assortment of Glassware, Pedestals and Candy Scoops and Assembly
Does not include candy.

50

The Lake Elmo Inn Event Center cannot guarantee room availability prior to your wedding day for a ceremony rehearsal.

Outdoor Garden Space

We welcome you to use the Lake Elmo Inn Event Center's garden area for your event.

200

Outdoor Enhancements

66" Round Guest Tables

5

30" Cocktail or Hightop Tables

5

8' Banquet Display Tables

5

White Lawn Chairs

1

Wine and Beer Bar Set-Up Charge

50

Full Bar Set-Up Charge

100

Unity Candle Pedestal

10

Columns for Flowers

Multiple level columns to display flowers and more.

10

Outdoor Sound System

Speakers and Microphones heard
Inside and Outside

200

Outdoor Hourly Set-Up Fee

applies for any of the above equipment,
as well as outside rentals.

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