

# the terrace

— AT THE STILLWATER LIBRARY —



“ Deciding to have our wedding at this venue was one of the best decisions ever. The venue itself is absolutely gorgeous. We had our wedding out on the terrace as well as our ceremony. There’s also an indoor space where you can opt to have the dinner in case of rain or other weather problems. It’s wonderful how they rent out the whole space to you so that you have a few different areas to work with for setting everything up. They also took care of moving chairs and tables for the dinner/ceremony as well! The library is so close to hotels and so many cute bars that when we had wrapped up at the library we were able to go to a smaller place to spend time with our wedding party and a few other friends. No transportation needed! ”

- Laura + Brad



The Terrace at the Stillwater Library offers a unique and absolutely breathtaking setting for weddings, rehearsal dinners and bridal showers. Experience spectacular views of downtown Stillwater and the beautiful St. Croix River Valley from the exclusive rooftop terrace. Enjoy first-class amenities, unparalleled service and an overall luxurious venue for your big day. With the capacity to seat 300 guests, The Terrace at the Stillwater Library is perfect for any celebration.

The beautiful St. Croix River is just steps away from the venue; and downtown Stillwater is a destination in itself with 26 bars and restaurants, dozens of shops, and four hotels within walking distance of The Loft. Ample parking is available in the parking ramp two blocks away, as well as over 1800 spaces in the downtown Stillwater area. Visit [DiscoverStillwater.com](http://DiscoverStillwater.com) to plan an unforgettable experience for your guests!



# RENTAL RATES + AMENITIES

## SUNDAY

### RATES

Rental times include set-up and tear-down. All rentals include a building host, security and insurance. Last call is at 9:30pm, last dance at 9:45pm and everything must be out of the venue by 11:00pm. A Day Of Coordinator is required on-site for all events, The Terrace can provide one for your event, or you can provide your own. Rates are subject to increase for holidays. Non-profit rates are available. Total room rental to reflect an industry standard 18% service charge and 2% non-refundable damage waiver. Monday - Thursday, hourly rates are \$100/hour prior to 5pm, and \$200/hour after 5pm. Extra weekend hours are \$500/hour.

#### RECEPTION - 10 HOUR RENTAL

<b>FRIDAY</b>	\$2500 (Nov-April)	\$3500 (May-Oct)
<b>SATURDAY</b>	\$2500 (Nov-April)	\$3900 (May-Oct)
<b>SUNDAY</b>	\$2500 (Nov-April)	\$3500 (May-Oct)

#### CEREMONY - 4 HOUR RENTAL

<b>FRIDAY</b>	\$2000 (Extra Hours \$500/hr)		
<b>SATURDAY</b>	\$1500 (9am-1pm)	\$2500 (2pm-6pm)	\$1500 (7pm-10pm)
<b>SUNDAY</b>	\$2000 (Extra Hours \$500/hr)		

### INCLUSIONS

- Capacity: 300 Seated Outdoor
- Capacity: 150 Indoor
- Tables + Chairs for up to 300 Guests
  - (38) 60" Round Tables,
  - (10) Banquet Tables, (10) High-Top Tables
- Large Portable Bar
- (2) Private VIP Rooms (Conference Rooms) Available For Full Rental Time.
- Outdoor Terrace Overlooking the River Valley
- Venue Lead + Security
- (1) Wireless Microphone + Bluetooth Speaker
- Elevator, Handicap Accessible, Parking Ramp Onsite
  - Parking ramp has 45 spots available to the public during regular Library hours. The Renter has exclusive use of the ramp after hours, it will be kept open until the end of the venue rental.
- Quick Access to Hwy 36 and Hwy 94
- (2) Easels + Event Signage

### ADDITIONAL RENTALS

Listed below are optional upgrades to enhance your event. Please inquire further for more information + pricing - [terrace@one23events.com](mailto:terrace@one23events.com)

- Shuttle + Transportation Service
- Getting Ready Bar Packages
- Hair + Makeup services
- Planning + Coordinating Services
- Rehearsal
- Photography + Videography Services

## ADDITIONAL VENUE DETAILS

### CATERING

The Terrace prefers that our clients use one of the approved caterers listed below. Clients can choose to bring an outside caterer for their event at a flat fee of \$1000. Outside caterers must tour the space prior to the event Standard 15% venue fee will be applied to final catering bill. All necessary linens, flatware and china are provided through the caterer.

#### River Valley Catering

Emily - 715 - 425 - 8106  
Info@RiverValleyCatering.com  
RiverValleyCatering.com

#### Crave Catering

Kelsey - 612 - 400 - 1745  
KKnudsen@CraveCatering.com  
CraveCatering.com

#### Green Mill Catering

Patty - 651 - 303 - 4009  
Patty.GreenMill@gmail.com  
GreenMillCatering.com

#### Lake Elmo Inn Catering

Helen - 651 - 779 - 5994  
HHeggernes@LeiEventCenter.com  
LakeElmoInn.com/Catering

#### Luckys 13 Catering

Kali - 612 - 598- 4374  
Lucky13PubEvents@gmail.com  
Lucky13pub.com/Catering

#### Marna's Catering

Carlos - 612 - 578 - 9949  
Carlos@MarnasCatering.com  
MarnasCatering.com

### BAR SERVICES

The Terrace offers a full bar complete with premium and signature cocktail options. The Bar Manager works with clients in creating a custom menu about four to six weeks prior to the event date.

- Two bartenders are included in venue. A third bartender is required for events over 200 guests.
  - Additional Bartender is \$250
  - Bar Minimum (\$1000) OR a Bar Set Fee (\$350) applies to all events.
  - Industry standard 18% bartender gratuity added for all hosted items.
- Total invoice for bar services are paid at the end of event as the invoice is based on consumption.

### EVENT RESERVATION

An initial non-refundable deposit of is \$2,000 required to book The Terrace for the event date. This deposit is due upon completion of a signed contract. The remaining balance is due four weeks prior to event date. Please note clients that choose to pay with a credit card will incur a 3% convenience fee on total payment.

The Noise Deposit is \$500.00 and is due two weeks before an event. The Renter will receive the total deposit back after the event if there have been no violations of the noise procedures and City of Stillwater Noise Ordinance. The deposit can be mailed back to the Renter or shredded at their request. The noise deposit is only necessary if there is outdoor amplified music at the event.

Cancellation Policy: Initial deposit is non-refundable If event is 18+ months out, client will receive 90% of all payments received. If event is 12+ months out, client will receive 50% of payments received. If event is less than 12 months out, client will receive 0% of payments received. Initial deposit to be returned if The Terrace is rebooked on the original date for equal rental value (minus \$250 admin fee).

## ADDITIONAL VENUE DETAILS

### PHOTOGRAPHY

World renowned photography studios Judd Sather Photography and Studio J are located on the second level of our JX Building (sister venue!) As a photography and videography option, both companies offer discounted pricing for The Terrace clients. Judd Sather Photography and Studio J are not exclusive to The Terrace, clients can bring in an outside vendor for these services. For more details visit [JuddSather.com](http://JuddSather.com).



#### Cashmere Collection

\$8500 | \$7500 for Terrace Clients

- (10) Hours
- Engagement Session
- (4) Fine Art Albums
  - Wedding, Engagement
  - Two Parent Albums
- 20x30 Canvas
- High Resolution Digital Files

#### Lace Collection

\$7000 | \$6000 for Terrace Clients

- (8) Hours
- Engagement Session
- (1) Fine Art Wedding Album
- 16x24 Canvas
- High Resolution Digital Files

#### Silk Collection

\$6250 | \$5250 for Terrace Clients

- (8) Hours
- Engagement Session
- (1) Fine Art Wedding Album
- Medium Resolution Digital Files

### VIP WEDDING EXPERIENCE

Amplify your wedding by upgrading to the VIP all-inclusive experience. With this upgrade clients save \$2000 on average. The Terrace staff manages all the planning, coordination and upgrades from start to finish.

VIP Experience total \$21,000 (save \$2000+)

- Venue Rental\*
- Planning Services
  - Full Service + Day of Coordination
- Honeymoon Suites
  - Two Night Rental at Local Hotel / VRBO
- Rehearsal Rental
  - Thursday - (2) Hours
- \$2000 Bar Credit OR
  - Hair + Makeup for (8) people
- Photography
  - Judd Sather Signature Photography
  - Cashmere Collection + Engagement Session
- \$2000 Decor Upgrades
  - i.e, Specialty Linens, Lighting / Drapery
- \$2000 Entertainment Credit
  - Credit goes towards booking DJ or Band
- Transportation for (5) hours
  - Shuttle / Limo service

\* Subtract room rental difference if event is not on a twelve hour rental on a Sat in May - October.

\*\* Please note that substitutions cannot be made to the VIP Package.

“ We upgraded with the VIP package and it was the of our best decision of our entire planning! Everything was done for us, we shared our input and our visions and it was done! On our wedding day we didn't have to worry about a thing! We LOVE our photos, Judd and Josh are so fun to be around! Our wedding was easy for us and our families because of this package! I would do it all over! Thanks for everything!! ”

- Jordan + Taylor

