

**R E N T A L P E R I O D R U L E S**

**Venue rental period** includes the **time for set up and clean-up**. If vendors arrive prior to or leave after the designated contract time-frame, hourly fees will be charged.

The entire Neu Neu building closes promptly at 12am to comply with our good neighbor policy and local noise ordinances and **ALL guests will need to be out of the venue prior to 12am** or at the conclusion of your rental period, whichever comes first. Vendors are allowed clean up time but must be out by 1am or additional overtime fees are charged to the client.

Final walk through with the Venue staff is required by the caterer, coordinator and bar captain at the end of the event.

There is **NO early access allowed** for vendors or guests. If an extension of the contract is required for set up, time can be added at an hourly rate.

**D E C O R P O L I C I E S**

- Candles may be used cautiously on tables or other stable surface areas. Candles must be stationary and enclosed in non-flammable containers. Removal of any wax on the floor or furniture will be considered excessive cleaning and a charge will be deducted from the cleaning/damage deposit.

-No tape, nails or staples can be used on building surfaces. Wire, Floral wire, non-stick tape are allowed.

-No rice, confetti, birdseed, potpourri, flower petals or glitter are allowed.

-Any vendor hanging decor that requires a ladder or lift must submit a COI to the Neu Neu staff.

-Neu Neu facilities managers can at any time restrict the use of decor if it causes a hazard or potential damage to the facilities.

**C L I E N T A N D V E N D O R C L E A N - U P R E S P O N S I B I L I T I E S**

**-EVERYTHING BROUGHT IN MUST BE REMOVED - THIS INCLUDES TRASH**

every item of trash must be removed and all decor brought in must be removed at the end of your rental. *There is no storage available for pick up the following day.*

-The facilities will be offered to you in clean operational conditions. It is required that the kitchen, and all spaces used must be left in the same conditions you found it.

-Garbage cans are for your use however all waste must be placed in our dumpsters as indicated on your contract as you leave or a dumping fee of up to \$250 will be assessed at the venue's discretion.

-No setup or clearing of spaces is allowed in the hallway as these are shared spaces with the building.

-Water, ice or leftover liquids should be dumped in the kitchen sink only, never in the parking lot. The sink must be rinsed out and cleaned at the conclusion of the rental.

-The service staff, catering team and bartenders are responsible for cleaning up any spillage of liquids, debris, broken glass, discarded food waste or refuse created from food service.

-All surfaces, including floors, tables, and couches, must be cleaned of debris and trash by the client or hired vendors.

**K I T C H E N U S A G E & C A T E R E R R E S P O N S I B I L I T I E S**

-The kitchen is available for catering companies to use for food prep. No cooking is allowed.

-Caterers are not allowed to cook in the kitchen, on the loading docks or in the parking lot.

-Caterers and catering staff are required to wipe down/mop up all areas where food had been present.

-At least one catering staff member is required to stay onsite through the event tear-down period until all tasks on the facility's cleaning list are complete which may be 1am.

# HOUSE RULES

## FURNITURE PROVIDED BY THE NEU NEU

- Furniture provided is specific to each room and cannot be moved between locations.
- Neu Neu upholstered furniture is NOT allowed outside.
- In the event of rain, Neu Neu furniture of any type is not allowed outside as it will damage the items.
- Furniture must be moved by Neu Neu staff or catering staffing. It is not to be moved without the approval of Neu Neu staff.
- Furniture cannot be dragged when moved as it will damage the flooring. Please pick up and move furniture.
- Plants are considered part of the furniture and should not be moved without approval of the Neu Neu staff.
- Furniture must be used as intended and not altered in any way.
- Upholstered furniture damage can result in the loss of security deposits.
- AV equipment is provided for programming and announcements and shall not be moved. The use of these items the responsibility of the client, coordinator, or hired AV Specialist, not the Neu Neu staff.

## UPSTAIRS

Upstairs facilities are to be used for the intended purpose of getting ready and to provide a refuge for the client during a bustling event. The event and all guests should remain on the main level in the main studio and green room spaces.

No alcohol consumption should take place in this space.

Excess rubbish that does not fit in the provided bins must be removed by the client.

## PARKING/LOADING & UNLOADING

- The fire lane directly in back of the building may be used for loading and unloading
- Keys must be left in vehicles at all times while in the loading zone in case of emergencies.
- Loading and unloading is restricted to 30 minutes.
- Facilities staff will not assist in loading/unloading vehicles at any point during your rental.
- Kitchen trailers/vendors are allowed to park in the designated parking lot only and should be directed by the coordinator.
- Four parking spaces are included in the rental and can be used for guests to gather or food trucks.
- The caterer is allowed one designated parking space.
- There is no designated vendor parking available. Vendors should NOT use the 514 building parking lot and should utilize street parking or nearby ramps.

## GOOD NEIGHBOR POLICIES

Our good neighborhood agreement was developed in partnership with the North Loop Neighborhood Association with input and advice from community members to address the needs of our facilities and the community.

All neighbors and facility staff have a right to a safe and quiet enjoyment of their properties and public spaces. Guests in our facilities are to be safe and welcomed.

Amplified music must be maintained at a reasonable volume and is only allowed inside the building. It must be completed by 12am.

# DAY OF COORDINATOR

## Requirements for the Day of Coordinator

### DAY OF YOUR WEDDING

- Management of all on-site vendors
- Logistics and guest experience management.
- Oversee room set up and all personal decor set up including: welcome sign, seating assignments, guest book, linens, wedding favors, centerpieces, dessert displays, wedding gifts and any other design items.
- Create and manage day of timeline which should be provided to all vendors and Neu Neu staff prior to event day.
- Coordinate vendors and events throughout the day.
- Meet and greet guests, facilitate ceremony, cocktail hour, and reception.
- Oversee and assist with Room Flip
- Make sure guests know where they are going for different timeframes (ie. cocktail hour), and help facilitate transition of events.
- Coordinate collection of gifts, guest book, cameras, and personal items to be removed from the venue by a designated person
- Remain on site until all guests depart to do a final walk through of facility with the Neu Neu team.
- Assist in refuse removal of any remaining debris after the event.

### RECOMMENDED PRE-WEDDING RESPONSIBILITIES

- Vendor management begins prior to your event date.
- Coordinator becomes the primary contact for all vendors and communicates all load in/arrival instructions.
- Confirm all vendor orders and quantities on rental items according to your vendor contracts.
- Creates a minute-by-minute timeline of your event day and shares that with the vendor team.
- Communicates with The Neu Neu about any contract questions or additional rental requirements.

### WHAT DOES OUR VENUE STAFF DO?

Some of our main responsibilities that relate to the venue are obvious like making sure the space clean, functioning, and presentable. Setting up tables and chairs we provide in your rental package based on the floorplan agreed upon with the Neu Neu team prior to event day. Opening the venue and unlocking doors at the beginning of your rental period. Managing the parking lot. Directing the unloading of vendors as they set up.

Given our experience, we can also advise on an appropriate timeline for your wedding day and make recommendations for exceptional vendors. We do not, however, manage the services of other vendors on the wedding day or check your contracts to ensure your vendors are delivering on promises. We also do not help facilitate your timeline.

Both a venue coordinator and a wedding planner are crucial elements of your celebration. We work together as part of the larger team to ensure you have a happy and stress-free wedding!

ALL DAY OF COORDINATORS SHOULD GET IN TOUCH WITH THE  
NEU NEU TEAM PRIOR TO ARRIVAL ON THE WEDDING DAY

# HOUSE RULES AGREEMENT

**THE neu neu**  
WEDDING & EVENT VENUE

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND THE POLICIES IT CONTAINS. I UNDERSTAND AND AGREE THAT I WILL BE RESPONSIBLE AND LIABLE TO THE NEU NEU FOR ANY DAMAGES I MAY CAUSE THAT ARE OVER AND ABOVE NORMAL WEAR AND TEAR TO THE FACILITY.

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company name

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name (including email & phone number)

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title

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signature

date

## VENDOR EXPECTATIONS

**All items brought in by outside vendors must be set up within the agreed upon rental period.**

**Vendors need to remove all items brought into the facility** within one hour of the end of the event unless we agree ahead of time to later removal. This includes cardboard, garbage, and any other materials you used to bring items to the venue.

The Neu Neu staff is not responsible for the removal of trash or food waste and is not required to provide supplies like trash bags to remove these items if these items are found to be in excess.

**Any vendor hanging decor that requires a ladder or lift must submit a COI with The Neu Neu listed as additionally insured.** A copy of the insurance coverage must be provided to the Neu Neu team no later than 7 days before arrival:

*North Loop Event Center, LLC, DBA The Neu Neu  
514 N 3rd St #101, Minneapolis, MN 55401*

Outside vendors will not bring in any decor or supplies that could cause a hazard or potential damage to the facilities or create any environment that could cause harm to The Neu Neu staff, other outside vendors, guests or the client.

Catering staff will assist in any furniture movement including managing and overseeing room flip as necessary along side the coordinator and Neu Neu staff.