

Event
PLANNING
DEPARTMENT:

218-722-5573 or 800-628-8385

350 Harbor Drive

Duluth, MN 55802-2698

Fax 218-722-4247 * www.decc.org

DECC

Duluth Entertainment Convention Center

Sheena Lorenz
Event Planner

Mary Sullivan
Senior Event Planner

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Director of Event Planning

Visit us on the Web
www.decc.org

E-Mail
weddinginfo@decc.org

For Hotel & Duluth Information
www.visitduluth.com



DECC 2013



Room Pricing

LAKE SUPERIOR BALLROOM - rent \$950

The Lake Superior Ballroom requires a guarantee of \$2750 for food before tax and service charge.



HORIZON ROOM - rent \$1100

The Horizon Room requires a guarantee of \$2950 for food before tax and service charge.



HARBOR SIDE BALLROOM - rent \$1200

The Harbor Side Ballroom requires a guarantee of \$3950 for food before tax and service charge.



Available for no fee

- Cake Cutting Service
- Skirted Tables for DJ, Gifts, Cake, Guest Book, Punch and Head Table
- Elevated Head Table
 - Microphone at Head Table
 - White or Ivory Linen Tablecloths
 - Variety of Colored Linen Napkins
- Soft Background Music During Reception

Facility Information

CATERING AND LIQUOR SERVICES

Catering and liquor services are provided exclusively by the DECC.

SMOKING

The DECC is a smoke-free building.

SECURITY

The DECC does not require the host to hire security.

PARKING

The DECC parking lot and ramp is available to your guests. The parking fee is \$5 per car. Arrangements can be made for the host to pay for parking fees.

DEPOSIT

A non-refundable deposit in the amount of the room fee is required within seven days of receiving written confirmation from the DECC.

DECORATION RENTAL

The DECC has mirror tiles and votive candles available for rent.

DECORATING

In most cases, the room can be made available for decorating by 10:00 a.m. on the day of the wedding. Prior arrangements must be made. Crepe paper, rice, glitter, confetti, candles with open flames, and helium balloons are prohibited. Items cannot be attached to the walls or ceiling.

RECEPTION HOURS

Receptions are limited to six hours or less and are required to end by midnight. The reception period includes the social hour, dinner and dance. A fee of \$295 per hour will be assessed for each hour over the six hour limit. A last call for alcoholic beverages will occur 25 minutes prior to the reception end time.

Planning Timeline

ONE YEAR

Reserve and confirm reception space. Sign wedding agreement, liquor agreement and pay room deposit.

FOUR MONTHS

Prior to printing wedding invitations, discuss wedding day timeline with your event planner.

TWO MONTHS

Plan the details of your reception including the menu, liquor information and room set up with your event planner.

ONE MONTH

Schedule an appointment for the week of the reception with your event planner. Review the estimated attendance and the floor plan.

FIVE DAYS

Meet with your event planner to review final details of your reception. A catering guarantee is due at this time. Payment of the remaining estimated charges must be made. A final invoice for the actual charges incurred during your reception will be billed following your event and is due upon receipt.