



The Improve Group

Creative. Insightful. Irrepressible. Committed to a better world.

Welcome to The Improve Group! We are excited to share our beautiful new office with members of the community.

In the spirit of our values of collaboration, inclusiveness, innovation and creativity, we designed our new space to be a hub where people can gather, engage, and collaborate for good. We invite you to rent one of our fully accessible rooms, which can accommodate meetings, retreats, workshops, focus groups, or other special events. Our space includes many amenities, such as projectors, large screens, speakers, white board walls, large windows, com-fy furniture, and a staging area for food. We also provide a dedicated staff member to ensure the space is fully prepared and includes all the necessary refreshments to ensure a productive event! See the following pages for more details on our unique space, rental rates, and food and beverage options.

For rental information, please contact:

Meagan Weidt

The Improve Group

661 LaSalle Street, Suite 300

St. Paul, MN 55114

Phone: 651-315-8919

MeaganW@theimprovetgroup.com

www.theimprovetgroup.com

Rooms & Rates

We have 2 rooms available for rent:
The Creative Zone Training & Event Room
The Skyline Conference Room

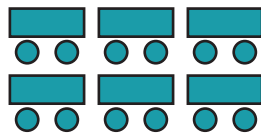
The Creative Zone

The Creative Zone is great for large community gatherings, trainings, focus groups, and retreats.

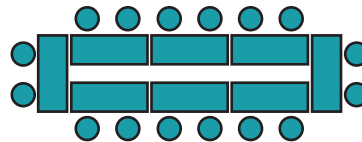
This space can seat up to 30 people and can be configured in multiple formats. This room comes with use of our installed projector, projection screen and speakers, and a staging area for food, beverages, and item storage. It will also be stocked with all the supplies and amenities you need to ensure a successful event – coffee, tea, snacks, flip charts, markers, post-its, and more.



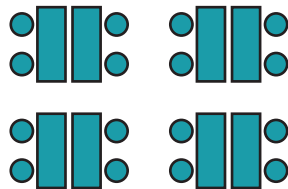
All of our tables are on rollers and the chairs easily move around - the options are endless when it comes to creating the perfect space for your event! Let us know what you have in mind and we will do our best to make it a reality. Below are some suggested configurations.



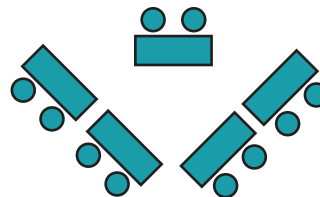
Class Room
Capacity: 30



Round Table
Capacity: 20



Small Group
Capacity: 28



Chevron
Capacity: 20

1/2 Day Rental (0-4 Hours): \$125

Full Day Rental (4+ Hours): \$250

After 5 PM: normal rates plus \$50/hour staffing fee

Skyline

The Skyline Conference Room can comfortably seat up to 6 people around our large conference table (with additional room for 2 people on the sides). This room also comes with use of a 55" TV screen equipped with a dongle and speaker for your presentation needs. The room is surrounded with windows that make for a refreshing meeting experience.

1/2 Day Rental (0-4 Hours): \$50*
Full Day Rental (4+ Hour): \$80 *
After 5 PM: normal rates plus \$50/hour staffing fee

*Does not include food and beverage, but we are happy to arrange.



Food & Beverage

Our dedicated staff member is happy to work with you to provide food and beverages for your event. The following options will be included with your rental of The Creative Zone – just arrive and we will take care of the rest!

Coffee & Tea Bar

Includes 1 Carafe of Starbucks Regular Coffee, 1 Carafe of Starbucks Decaf Coffee, a selection of teas, and cream and sugar.

Serves up to 30 people

Bottled Water

We are happy to provide bottled water for your event; please let us know the head count at least 48 hours in advance and we will have the water chilled and waiting for your guests. We also have a filtered water bottle fountain in our office for your use!

Assorted Snacks

An arrangement of granola bars, mixed nuts and treats

Serves up to 30 people

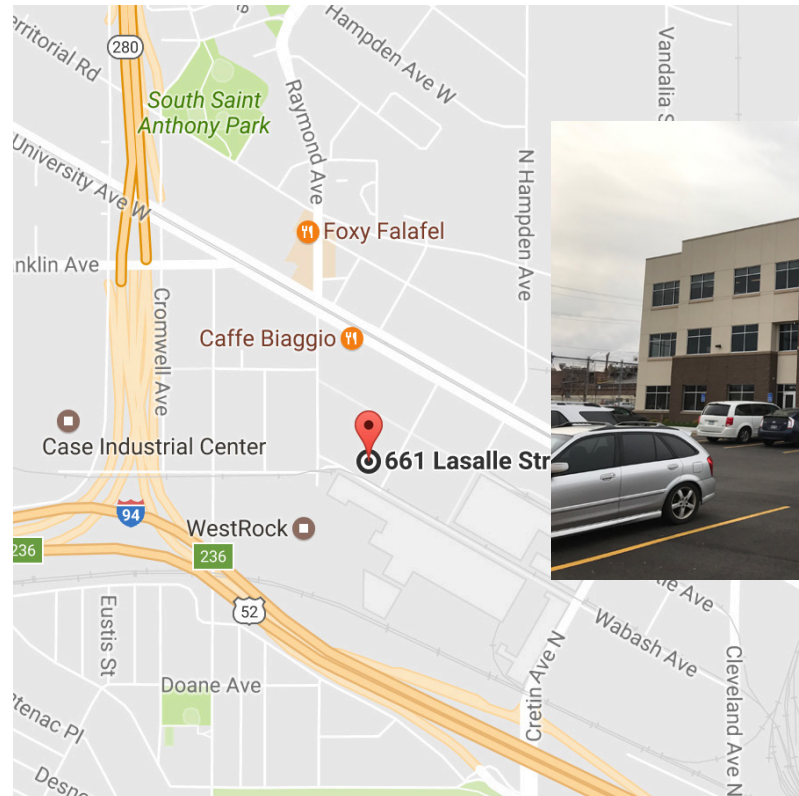
Meals & Catering

For meals and catering, we are happy to suggest some of our nearby restaurants. Our office is fully accessible to any delivery services. Please let us know if you'd like to have meals and catering and we can work with you to have them ready!

Getting Here

The Improve Group is conveniently located off University Avenue and Highway 280:

661 LaSalle Street, Suite 300
St. Paul, MN 55114



Parking:

We have ample parking in lot and off-street that your guests are welcome to use.

Transit:

We are 2 blocks south of the Raymond Avenue Green Line LTR stop.

Reserve our space today!

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Room Rental Request

Thank you so much for your interest in our space here at The Improve Group. Please fill out the form below and we will be happy to help accommodate your request. The spaces are available on a first come first serve basis. For any questions, please contact Meagan at MeaganW@theimprovegroup.com or 651.315.8919

Today's Date: _____

Requestor Information:

Organization/Company: _____

Address: _____

Business Type: Non-Profit Public Corporate Philanthropic

Brief description of your mission or guiding principals:

Company Website: _____

Contact's Name: _____

Contact's Phone: _____ Contact's Email: _____

Event Information:

Event Name: _____

Event Date(s): _____

Start Time(s): _____ End Time(s): _____ Expected Attendees: _____

Room Requested: Skyline Creative Zone

Half Day Rental Full Day Rental

Event Description:

Special Requests:

How did you hear about us?: Online Referral Social Media Other _____