



601 N 1<sup>st</sup> Ave | Minneapolis, MN 55403

**LETTER OF AGREEMENT**

June 12, 2025

**NAME OF GROUP:** LCL Stepping Up Breakfast

**CONTACT:** Joan Bibelhausen

**ADDRESS:** Lawyers Concerned for Lawyers  
2550 University Ave W #313N  
St. Paul, MN 55114

**ONSITE CONTACT:** Alicia Baraga / Ripple Event Marketing: (651) 485-3242 | alicia@rippleeventmktg.com

**TEL:** (651) 646-5590

**EMAIL:** jbibelhausen@mncl.org

**MEETING AND BANQUET ARRANGEMENTS:**

Date	Time	Function	Room	Setup	AGR	Rental
Thu, 04/23/2026	7:30 AM - 8:00 AM	Break AM	Foyer All	Reception	225	\$.00
Thu, 04/23/2026	7:30 AM - 8:00 AM	Registration	Stone Arch Ballroom	Registration	280	\$.00
Thu, 04/23/2026	8:00 AM - 9:00 AM	Breakfast	Stone Arch Ballroom	Round Tables of 8	280	\$.00
Thu, 04/23/2026	8:15 AM - 9:30AM	Meeting / Reception	Stone Arch Ballroom	Round Tables of 8 -	280	\$.00

**FOOD AND BEVERAGE MINIMUM:**

This is defined as food and beverage in the meeting rooms ONLY. This does not include audiovisual, tax, service or restaurant, room service charges. If purchases equal or exceed \$4,000.00, no additional meeting room rental will be charged other than what is stated above. If less is purchased, the difference between \$4,000.00 and the actual purchase will be additional meeting room rental fee.

Special Notes:

- a) Function rooms are assigned according to the anticipated number of guests. If there are fluctuations in the number of attendees, or another function space is equally suitable to your group's needs, the Hotel reserves the right to reassign the banquet function room as long as an acceptable space is provided for your group and meets with your requirements. The Hotel reserves the right to charge a service fee for setting up meeting rooms with extraordinary requirements.
- b) Please carefully review your starting and ending times (noted above) for each event. We book each room with other events up until one hour before your starting time. Also, we rebook each of your rooms for one hour after your ending times. Therefore, rooms need to be vacated at the above agreed upon times. (Example: Your meeting concludes at 5:00pm. We rebook that same room for a dinner, which begins at 6:00pm. All materials and equipment must be taken from your room at 5:00pm.)
- c) All food and beverages served in The Lofton Minneapolis Hotel must be purchased, prepared, and served by the staff of the Hotel. No food or beverage will be permitted to be brought into or removed from the Hotel by any patron or patron's guest; failure to adhere will result in a minimum \$250 fee.
- d) Final guaranteed attendance must be received no less than five (5) business days prior to the event, otherwise the agreed upon number will be charged.
- e) All food and beverage is subject to a 21% service charge (which is subject to 12.025% sales tax) and an administrative fee of 4% (which is subject to 12.025% sales tax). This administrative fee does not represent a tip, gratuity or service charge for wait staff employees, service employees or service bartenders and is retained by the Hotel. Pursuant to Minnesota Statute § 177.23, Subd. 9, this charge is not a gratuity for employee service. These charges will be charged to the group in the same manner as banquet food and beverage charges. In the event of cancellation or attrition, the service charge and administrative fee will not be added to the amount due for banquet food and beverage attrition. Meeting room rental is subject to

a 21% service charge (which is subject to 12.025% sales tax) and an administrative fee of 4% (which is subject to 12.025% sales tax). All taxes and service charges are subject to change.

**BILLING INSTRUCTIONS:**

**Meeting and Banquet Charges:**

A master account will be established for this event and all meeting and banquet charges will be applied to this master.

**PAYMENT OPTIONS:**

Credit Card: To establish a master account, please complete the Credit Card Authorization Form through Sertifi's website that will be emailed to you directly. This website will be specific to your event and will start with the following URL:

"https://www.sertifi.com/TheLoftonMinneapolis"

**PAYMENT & DEPOSIT TERMS:**

A non-refundable deposit of \$1000 is due by 7/7/2025 to secure your event reservation with us.

A second non-refundable deposit of \$2000 is due by 12/31/2025 to secure your event reservation with us.

All estimated charges are due payable seven (7) days prior to your event, with any remaining charges being charged directly following event.

**PACKAGE AND BOX DELIVERIES:** There is a handling Charge for all incoming items and outgoing items handled by the Shipping and Receiving Department. Service fee and prices are as follows:

Incoming Package Handling	Price
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1 - 10 lbs.	\$5.00
11 - 20 lbs.	\$10.00
21- 40 lbs.	\$20.00
41 - 60 lbs.	\$40.00
61+ lbs.	\$75.00
Pallets	\$300.00 each

Outgoing Package Handling	Price
Carrier Envelope & Padded Pak	\$2.00
All Boxes	\$10.00
Pallets	\$300.00 each

Storage over (3) days is \$25.00 per item, per day.

Pallet Storage is \$50.00 per pallet, per day.

If delivery is required within the hotel, an additional \$100.00 per pallet will apply.

Boxes and materials sent to the hotel for your event must not reach our hotel earlier than three (3) days prior to the function without the consent of your hotel Representative. An extra labor fee for storing and delivering to function room of large shipments of boxes is charged based on amount of time spent by our staff in handling these materials.

Group is responsible for removal of all pallets and shipping materials. If pallets and shipping materials are not removed, removal fee of \$10 per pallet will apply and will be added to master account.

In order to avoid any confusion or misplaced materials, anything being sent to Hotel should be addressed as follows:

Attention: (Name of your Event Manager)  
(Organization On-Site Representative)  
Telephone Number  
Company Name  
Event Date(s)  
Meeting Room Name

**MISCELLANEOUS:**

- 1. CONTRACTED VENDORS:** Any vendors that are contracted for your event must provide the hotel with proof of insurance and are subject to hotel approval.
- 2. EXHIBIT TABLES:** Each exhibit table includes a 6-foot table, table skirt and two chairs. The first 10 are included at no charge, and each additional exhibit table is \$35.
- 3. NOISE COURTESY:** It is the responsibility of each group at the time of contract negotiations to inform the hotel if they plan to use extensive amplification that may disrupt other groups in the hotel. The hotel does reserve the right to adjust that amplification to a reasonable volume and discuss solutions with you that work for all parties involved. Failure to comply with this courtesy will be subject to a \$1,200.00 penalty.

**CANCELLATION PENALTIES:**

Hotel has offered the favorable sleeping room rates and other concessions in this Agreement based upon the Total Anticipated Revenue for your Event, plus additional revenue that the Hotel anticipates we would receive from providing additional services to the Group and your attendees at additional charge. If this Agreement is cancelled by Group, the parties agree that the Hotel will have lost the revenue represented by this Agreement, and also the opportunity to offer your unused facilities to others either individually or as part of another block and we will incur additional costs in attempting to resell inventory that was already sold to you. The parties agree that since the exact amount of such damages will be difficult to determine, the liquidated damage clauses provided for in this Agreement are a reasonable effort by the parties to agree in advance on the damages that the Hotel will suffer due to a cancellation. Therefore, Group agrees that should Group cancel your Event for any reason other than due to a valid Force Majeure Event, including changing your meeting site to another hotel, Group will pay as liquidated damages to the Hotel a percentage of the Total Anticipated Revenue for your Event, plus any applicable state and local taxes as required by law, as follows:

Date of Hotel's Receipt of Cancellation Notice	Percentage of Total Anticipated Revenue	Amount of Cancellation Damages
Cancellation between date of signing and <b>1/22/2026:</b>	<b>40%</b> =	\$1600
Cancellation between <b>1/23/2026</b> and <b>3/23/2026</b>	<b>80%</b> =	\$3200
Cancellation between <b>3/24/2026</b> and <b>date of arrival:</b>	<b>100%</b> =	\$4000

**Total Anticipated Revenue** for this Event is **\$4000**

The parties agree that the sliding scale of damages above is intended to reflect that the closer in time to the date of your Event that a cancellation occurs, the less likely it is that Hotel will be able to replace any or all of your business with comparable business. Therefore, no analysis of resale or mitigation will be required and damages will be due as set forth below.

**INDEMNIFICATION:**

The Group hereby covenants and agrees to indemnify, defend and hold harmless the Hotel, Marcus Minneapolis, LLC, manager of The Lofton Minneapolis, and each of their parent, affiliates, subsidiaries and employees against and from any losses, damages, claims, expenses or liabilities, including the costs of defense thereof, for any claims or damages for injury to persons or property resulting from the use of the Hotel, if such injury is due to the negligence or intentional misconduct of the Group.

**FORCE MAJEURE:**

If unanticipated events beyond the reasonable control of the parties (including, but not limited to: acts of God; declared war in the country in which the Hotel is located; government regulation, including, but not limited to, government (local or national) imposed restrictions on the size of group gatherings where such restrictions would apply to Group’s Event over the scheduled Event dates and/or the issuance of an order that specifically advises travelers to avoid all non-essential travel to where the Hotel is located and which travel advisory is in effect over the Event dates; terrorist attacks in the city in which the Hotel is located; or curtailment of transportation facilities either in the city in which the Hotel is located or in the countries/states of origin of the attendees that prevents at least 50% of the attendees from arriving for the first peak night of the Event) any of which makes it illegal or impossible to perform under this Agreement (each, a “Force Majeure Event”), the affected party may terminate this Agreement, without liability, upon providing written notice to the other party within ten (10) days of the Force Majeure Event. If the Event is properly cancelled by Group under this section, then Group agrees to negotiate promptly and in good faith with the Hotel in an effort to rebook the cancelled Event, based on space and rate availability at the Hotel, over mutually acceptable dates. If the parties agree on rebook dates, then Hotel will retain the advance deposits paid under the cancelled Event and apply the deposits toward the Master Account of the rebooked event. Advance deposits applied to a rebooked event may not be applied to cancellation or performance damages for the rebooked event and any unused credit will be retained by Hotel. If the parties cannot agree on mutually acceptable rebook dates, then Hotel agrees to refund all prepaid advance deposits, less all documented expenses incurred by Hotel in preparation for the cancelled Event (e.g., food and beverage products purchased for the Event that cannot be used in other outlets at the Hotel, labor costs incurred by Hotel if staff schedules were posted and the Event is cancelled, etc.).

Receipt of signed agreement is required by Friday, July 4, 2025 or The Lofton Minneapolis Hotel reserves the right to release the banquet and event space. This Letter of Agreement will serve as a definite confirmation and obligates your organization to utilize The Lofton Minneapolis for this function.

We look forward to hosting your group and are confident that you will enjoy your event with us.

E-Signed : 06/13/2025 04:17 PM CDT  
*Lisa M. Schetinski*  
lissaschetinski@theloftonhotel.com  
IP: 142.44.74.105  
Sertifi Electronic Signature  
DocID: 20250612135431792

06/13/2025  
Date

Director of Sales

E-Signed : 06/13/2025 03:50 PM CDT  
*Joan Bibelhausen*  
jbibelhausen@mnlcl.org  
IP: 65.123.100.230  
Sertifi Electronic Signature  
DocID: 20250612135431792

06/13/2025  
Date

Accepted for Lawyers Concerned for Lawyers by: Joan Bibelhausen  
Stepping Up Breakfast

MN TRS 16-18, Inc., a Delaware Corporation  
dba The Lofton Minneapolis  
By Marcus Minneapolis, LLC, a Minnesota limited liability company, its Agent

**DEADLINE REMINDERS**

Contract Due Friday, July 4, 2025  
First Deposit Monday, July 7, 2025  
Final Payment Due: 7 Days prior  
Signed BEOs Due: 10 days prior to beginning of event  
Guaranteed Attendance Due: Three business days prior to beginning of event