Clarence W. Wigington Pavilion

2015 Application for Harriet Island, Saint Paul

*****Please note that rates, service fees and insurance coverage amounts may increase without notice***

Maximum Capacity for a *seated* event in the Pavilion is 275

Reservation Process

In order to reserve the Clarence W. Wigington Pavilion we require the completed permit application and deposit. Reservations are made on a first-come first-serve basis; however, in-person reservations are honored before phone, fax or mail-in reservations for same day requests. City of Saint Paul residents may apply the first business day of the month, 13 months in advance of their desired month and year (i.e. if your desired date is June 22nd, 2016, St. Paul residents may apply starting on the first business day of May 2015). Non-residents may apply the first business day of the month, 12 months in advance.

1. **Permit Applications** are available at:
   - www.stpaul.gov/harrietisland
   - or by email harrietisland@ci.stpaul.mn.us

2. **Completed** permit applications can be sent via:

Fax: 651.632.5115

Mail: Harriet Island Event Coordinator
1100 Hamline Avenue N.
Saint Paul, MN 55108

Email: harrietisland@ci.stpaul.mn.us

In Person: Between 7:00 a.m.-3:00 p.m. at:
Harriet Island Event Office
1100 Hamline Avenue N.
Saint Paul, MN 55108
(First business day of the month only, May-September)

3. **Deposit- Half (50%) of the rental fee is due with the permit application to reserve a date. We do not hold any dates.**

Cancellation Policy:

If you choose to cancel the permit more than 180 days (more than 6 months) prior to your event you will forfeit 50% of your deposit. Any deposit paid in excess of original amount deposited will be refunded. If you cancel your permit less than 180 days (less than 6 months) prior to your event you will forfeit your entire original deposit amount. Once a permit is granted it may not be transferred to another person or organization; there is a non-refundable $25 fee each time you change the date from the one on the permit application.

The balance of estimated charges for your event is payable and due no later than 14 days in advance of your event. Failure to pay the remaining estimated balance will cause your permit to be canceled and you will forfeit your entire deposit.

**Please Note: If you need additional information before reserving the pavilion or you would like to set up an appointment to visit the pavilion, please contact 651.292.7010 or email harrietisland@ci.stpaul.mn.us.

Harriet Island Rental Rates:

TIER 1 Monday-Thursday

Includes: use of picnic tables or Target Stage *(does **NOT** include access to pavilion)* – dependant on impact to the grounds, number of people, and length of event time. *(i.e. small picnics, school lunch groups, and may include others which are determined by Parks Staff on an individual basis)* Please note, wedding ceremonies and receptions are not allowed on the great lawn. We will not reserve this space if there is an existing permit for the Clarence Wigington Pavilion.

Season	Rental Rate	Non-Profit Rate
April 1st – October 31st	$75.00/hour	$70.00/hour

TIER 2 Monday – Thursday (8am-10pm including length of event and set-up/take down)

Includes: use of pavilion, patios, tables, cloth chairs and event staff – dependent on impact to the grounds, number of people and length of event. *(i.e. business meetings/luncheons/breakfasts, private events, retirement and birthday parties, small company picnics, and may include others which are determined by Parks Staff on an individual basis)* ***This rate includes set-up and tear-down of tables and chairs****

Season	Rental Rate	Non-Profit Rate
January 1st – March 31st	$100.00/hour	$93.00/hour
April 1st – October 31st	$150.00/hour	$139.00/hour
November 1st – December 31st	$100.00/hour	$93.00/hour

TIER 3 Friday, Saturday and Sunday

Includes: use of pavilion, patios, tables, cloth chairs and event staff. Access to the building begins at 9:00am. Event must be completed no later than midnight and cleanup finished by 1:00am *(i.e. Wedding receptions, company parties, re-unions, and may include other events which will be determined by Parks Staff)* ***This rate includes set-up and tear-down of tables and chairs****

Friday and Saturday	Rental Rate	Non-Profit Rate
January 1st – March 31st	$1800.00/day	$1663.00/day
April 1st – October 31st	$2200.00/day	$2033.00/day
November 1st – December 31st	$1800.00/day	$1663.00/day

Sunday	Rental Rate	Non-Profit Rate
January 1st – March 31st	$1600.00/day	$1478.00/day
April 1st – October 31st	$1800.00/day	$1663.00/day
November 1st – December 31st	$1600.00/day	$1478.00/day

WALK/RUN RATES Sunday-Saturday 7:30a-2:30p only (up to 500 people)

Includes: Non exclusive use of the path indicated on the attached application. The below fee is in addition to the above rental rates.

Season	Rental Rate	Tax Exempt Rate
April 1st – October 31st	$100.00	$92.92

TIER 4

Events that are open to the public or are large multiple day events require the "HI Large Event Permit." Contact the Harriet Island Event Coordinator for the permit at 651.292.7010.

*****Please note that rates, service fees and insurance coverage amounts may increase without notice***

Additional Fees and Services: *(*all fees are subject to increase without notice)*

- $50.00/hour for an **off-duty City of Saint Paul Police Officer** (if required)
- The Harriet Island Event Coordinator will handle the assignment and scheduling of the Officer.

Optional Rental Items and Services: *(*all fees are subject to increase without notice)*

- $3.00 per **white ceremony chair** *(275 chairs total, rented for outdoor ceremonies **ONLY**)* Final chair count needs to be given no later than 14 days prior to the event date. This fee is non-refundable should there be inclement weather on the event date or the chairs are not used for any reason.
- $500.00 to $1000.00 **Locate Fee** for staked tents, games or inflatables in the great lawn. *(example: large tents, giant slides, jumpers – which may also require additional insurance and prior approval.)*
- A $125.00 per hour cleanup fee will be charged when cleanup time goes beyond 1 hour.
- Additional set-up time needs to be approved by the Harriet Island Event Coordinator and there will be a charge of $125 per hour for each additional hour.
- A $25.00 fee will be charged if the date is changed from the one listed on the permit application, this fee is non-refundable.

Length of Event

Please see below for the specifications on length of event, set-up, and teardown times. Set-up time may or may not be included in length of event.

- Weekend rentals (Friday-Sunday) may begin set-up at **9:00am**, weekday rentals (Monday-Thursday) may begin set-up at **8:00am**.
- No event may end later than **12:00am** with a one hour clean-up until 1:00am. During set-up and clean-up/teardown no liquor may be served and no amplified music may be played. Clean-up must be completed and the facility vacated by **1:00am.** A fee of $125 per hour will be charged to the permit holder should you go over the allocated clean-up hour.
- Weekday set-up time and access time must be pre-arranged with the Harriet Island Event Coordinator.

Special Amenities

- Pavilion is heated for year-round events, but is **not** air conditioned.
- Staging kitchen with stainless steel counters, one commercial refrigerator, one commercial freezer, one residential stove/oven and use of an ice machine.
- Sound system inside the pavilion for background music and microphone for toasts and announcements: sound system is not suitable for dances or plugging in any sound equipment!
- North and South Patios, measuring 60’x 40’.
- Large gas fireplace.
- Stage measuring 24’x 20’.
- Garbage cans and liners are provided.
- A building attendant will be on site during set-up and until cleanup is finished.

Security

An off-duty Saint Paul Police Officer will be required for specific private events determined by the Harriet Island Event Coordinator. The rate is $50.00 per hour ***(*subject to increase without notice)*** with a minimum of four hours. An officer must be on site the entire duration of your event, beginning a half hour before your guests arrive until a half hour after they leave. At least one officer is required for every 275 people. Additional security may be required depending on the nature of the event and number of bar locations. Park staff will arrange coverage with off-duty officers; you may not use family or friends for this position. At the final meeting a check is collected for the officer, payable directly to the officer (Tina McNamara). Failure to produce the police payment at the final meeting may result in the cancellation of your event.

Walk/Run Information:

- All walk/runs must provide a copy of liability insurance ($1,500,000/claim and $3,000,000/aggregate) no later than 14 days prior to your event. The City of Saint Paul must be listed as additionally insured on the insurance certificate (City of Saint Paul, 400 City Hall Annex, 25 West Fourth Street, Saint Paul, MN 55102). Contact the Harriet Island Event Coordinator for additional insurance requirements.
- Only chalk, cones or flags may be used on paths. Spray paint of any kind is prohibited. Staking signs of any kind along the path is not permitted.

- If the planned route requires road closures, a parade permit must be obtained by contacting the Saint Paul Police Community Services office at 651-266-5485.
- If the event is advertised to the public and food and/or beverage are served, a food license may be required. Licenses can be obtained by calling the State of Minnesota-Public Health 651-201-3987.
- Depending on the planned route, off duty Saint Paul Police officers may be required. See security section for more information.
- All parking within the park system is on a first come, first served basis and cannot be reserved.
- Exclusive use of the paths cannot be granted. The public always maintains access and use. Upon request, Parks will list your walk/run on our City of Saint Paul/Harriet Island website and Facebook page.
- All races must have a local race director working with the event.

Serving Alcoholic Beverages

- If alcohol is being sold or served, a MN State Liquor caterer/beverage service must be hired. **No alcoholic beverages may be brought in by the client or guests at any time throughout the day.**
- Alcoholic beverage service may be hosted (open bar) or a cash bar. No homemade alcoholic beverages may be served.
- No alcoholic beverages may be served before or after event hours. A security officer must be on-site at all times alcoholic beverages are being served. The Harriet Island Event Coordinator will schedule the officer to be on-site a half hour before your guests arrive until a half hour after the event ends.
- Alcoholic beverages must remain in the Pavilion or on the patios. Alcoholic beverages are not permitted on the Riverwalk or Great Stairs.
- No alcoholic beverages may be served to anyone under the legal age of 21 and/or anyone who is obviously intoxicated. The Saint Paul Police Officer and beverage provider reserve the right to refuse service to any obviously intoxicated individuals.
- In circumstances where public safety is an issue, the Saint Paul Police Officer and beverage provider reserve the right to close the entire bar at any point during the event.
- The permit holder must be on the actual premises at all times alcoholic beverages are being displayed, served or consumed.
- For safety reasons any vendor including Caterers, Beverage services, etc. should not be drinking at any point before, during or after the event.
- Last call for beverage service will be 30 minutes prior to your event ending.
- **The liquor caterer/beverage service must provide a copy of their liquor liability and their State/City liquor catering license(s)/permit(s) to the Harriet Island Event Coordinator 30 days prior to the event. If alcohol is being sold at the event a Class T license will need to be obtained from the Department of Safety and Inspections. To obtain a Class T license, the vendor will need a "permission to sell" letter from the Harriet Island event office. To request this letter, a copy of the liquor liability and State/City liquor catering license must be submitted to the Harriet Island Event Coordinator. Copies can be faxed to 651.632.5115 or emailed to harrietisland@ci.stpaul.mn.us.**

Insurance Requirements

- If alcohol is served/sold at a private event (not exceeding 300 guests) in Wigington Pavilion, liquor liability in the amount of $1,000,000 is required with the City of Saint Paul being listed as additionally insured. The beverage service must provide proof of their MN State Liquor Catering License as well as their City of Saint Paul temporary sales permit (if required). ***Limits may increase without notice***. The beverage service must agree to the following:
- To indemnify the City of Saint Paul, Department of Parks and Recreation, and hold them free from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees or agents or any person under the applicant's control, and shall further include the City of Saint Paul, Department of Parks and Recreation, 25 West 4th Street, 400 CHA, Saint Paul, MN 55102 , as additional insured on the policy.
- The name of the company on the insurance document must match the name on all other documents (permits, licenses, etc.).
- A **copy of the insurance certificate** (must include the event name, date and location) must be given to the Harriet Island Event Coordinator at least **30 days prior to the event**. Please fax to 651-632-5115 or email to harrietisland@ci.stpaul.mn.us.

Other Requirements

- If food is being served, a State of Minnesota licensed caterer must be hired to cater food, clear tables and clean all serving areas.
- Caterers must remain on-site while food is being prepared, served, and cleaned up. We do not allow catering drop-off services at the pavilion.
- Caterers and all other vendors parking their car during the event must park on Lilydale Rd to allow for maximum parking in the west parking lot for event guests.
- All rental equipment and supplies can be delivered only on the day of the event and must be removed that same day. The Saint Paul Parks and Recreation Department is not responsible for personal or rental items brought onto the property.
- Parking is limited and not guaranteed. There are parking lots west and east of the pavilion and alternate parking is available on the streets nearby – Water Street and Lilydale Rd. There are also numerous parking ramps in downtown Saint Paul. It is highly discouraged to park overnight in the parking lot. Should vehicles need to stay overnight please see the parks staff for a permit as the park closes at 11p and cars are subject to a ticket after that time. Do not leave valuables in your car! Parking for vendors during the event is limited to street parking in order to ensure there is enough parking for event guests.
- **There is NO driving on the grounds (grass and sidewalks) of Harriet Island Park!** Load-in for all vendors must be pre-arranged with park staff. If damage occurs to park grounds the name on the application is charged for the repairs.
- Music must comply with City noise ordinances; no amplification of music will be allowed on the North or South patios, except during a wedding ceremony. The North patio (riverside) doors will be closed at 10pm when live music is playing. Harriet Island staff will monitor sound throughout the event and reserve the right to lower sound levels at any time.
- Surrounding park grounds remain open to the public during your event.
- Pavilion bathrooms must remain open to the public until two hours prior to the arrival of guests.
- The Saint Paul Parks and Recreation Department reserves the right to approve caterers and all additional vendors for events based on past experiences. Name and contact person for all client vendors must be supplied to Parks Staff no later than 14 days prior to your event at the final meeting.
- All changes to the layout map for your event must be confirmed with the Harriet Island Event Coordinator no later than 7 days prior to your event.

DEPARTMENT OF PARKS AND RECREATION

CITY OF SAINT PAUL

Chris Coleman, Mayor

400 City Hall Annex
25 West Fourth Street
St. Paul, Minnesota 55102
www.stpaul.gov/harrietisland

Telephone: 651-292-7010
Facsimile: 651-632-5115

2015 Application for Clarence Wigington Pavilion, Harriet Island

For office use only:

Date Application Received: _____

Deposit Amount: _____

Date deposit was received: _____

Permit Number:_____

Please mail, e-mail or fax the application to:

Harriet Island Event Coordinator
1100 Hamline Avenue N.
Saint Paul, MN 55108

Email: harrietisland@ci.stpaul.mn.us
Fax: 651.632.5115

Proposed **2015** Date of Event _____

Contact Name_____

Address_____

City_____ State_____ Zip Code_____

Email Address_____

Home/Work Phone ( ) _____ Cell Phone ( ) _____

Event website: _____

If this is a wedding: _____
Name of individuals getting married

_____
Address (Address, City, State and Zip)

_____
Phone number

Type of Event: _____Picnic _____Wedding Ceremony _____Wedding Reception

_____Meeting _____ Corporate Event _____Community Celebration

_____ Convention _____ Trade Show _____ Conference

_____Walk/Run _____Other (please describe)_____

Facilities to be used for event: _____ Pavilion _____ North and South Patios

_____Levee Path _____Lilydale Path _____Harriet Island Paths

_____Picnic Tables Only

Estimated Attendance: _____ Event Hours: _____
(when guests arrive to when they leave)

Describe the event: _____

_____

Please check all items that will be brought on grounds and/or in pavilion:

_____Tent/Canopy _____Stage/Flooring _____Sound System *(Band and/or DJ)*

_____Decorations _____Lighting _____ Large equipment *(lift, forklift ,etc)*

_____Other _____

Will you be charging admission to your event? _____No _____ Yes (How much?_____)

Will you be selling: Food _____No _____ Yes

Non-alcoholic beverages _____No _____ Yes

Alcoholic Beverages _____No _____ Yes

Merchandise _____No _____ Yes

Will you be using a caterer? _____No ____ Yes - If yes, provide company name:_____

Will alcoholic beverages be served? _____No ____ Yes - If yes, provide company name:_____

Rental Rate: _____ Tier One _____ Tier Two _____ Tier Three _____Walk/Run

(Rental Rate is subject to change by Harriet Island Park Staff, when/after event details are determined.)

The undersigned applicant agrees:

1. They understand and acknowledge policies stated in the above permit and additional information packet.
2. To bear all costs of policing, cleaning and restoring park property used pursuant to the permit.
3. The undersigned gives permission for the City of Saint Paul or its authorized employee, agent or contractor, to take photographs of this event for the purpose of publishing them on City media resources. Photographs will only be used for the City's publicity efforts in promoting or describing City facilities and resources. This grant of permission is effective for one year from the event date for the purpose of allowing such publication. It is understood that if the photograph is used in the manner by that date, that any distribution after that date is permitted.
   - Please check one: ☐ Yes, I give my permission ☐ No thank you
4. Liquor provider and/or caterer will indemnify the City of Saint Paul, Department of Parks and Recreation, and hold them free from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees or agents or guests or any person under the applicant's control. Such liquor liability shall be at a minimum of $1,000,000 and shall further include the City of Saint Paul, Department of Parks and Recreation, 400 City Hall Annex, 25 West Fourth Street, Saint Paul, MN 55102, and must be named Department of Parks and Recreation, as additional insured on the policy and a certificate must be sent to us 30 days prior to event. A copy of the insurance certificate must include the event name, date and location. A copy can be faxed to 651.632.5115 or email harrietisland@ci.stpaul.mn.us.
5. To limit all activities conducted on Park property to the terms of the permit. The failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in the revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability or criminal prosecution.
6. That the City of Saint Paul is not liable for any damages resulting from acts of God, including, but not limited to floods. **Please Note: Harriet Island Park is located in a flood plain**. If the pavilion is not available because of a flood we will refund your entire deposit. We will also work with you to find an available alternate location within our park system, which may be a recreation center gymnasium. You would be notified in writing if this were to occur.

YOUR APPLICATION IS NOT CONFIRMED UNTIL YOU HAVE RECEIVED AN ELECTRONIC CONFIRMATION FROM OUR OFFICE.

Applicant Signature:_____ **Date:**_____