Additional Information Packet

Clarence W. Wigington Pavilion on Harriet Island

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

Events on the Patio(s)

- The North and South Patios are included in your rental fee. The North Patio (river side) is windier than the South Patio.

- White wood "ceremony" chairs are available for outdoor ceremonies at $3.00 per chair. We have a total of 275 white ceremony chairs.

- There is power located on the patios and it is recommended the client arrange for amplification for any outdoor ceremony music.

- Tents are allowed on both patios.
  - The patio size is 60' x 40' – this is the largest tent size allowed.
  - Tents ***must*** be weighted by water weights on patios.
  - Tents/canopies on park land require a permit. Contact the Department of Safety and Inspections at 651-266-8949 for permit information.

Wedding Rehearsals

- Please do ***not*** assume the evening before your wedding is available for an outdoor ceremony rehearsal. Many events are scheduled throughout the year, so please make arrangements with us as soon as you know the date and time. We reserve the right to rent the pavilion on the date of your outdoor ceremony rehearsal to a paying client which would bump your rehearsal. We will notify you immediately if this happens.

- If you are planning a rehearsal, the facility will not be opened. If you would like the pavilion opened, the rental rate is $50/hr for a minimum of three hours. Reservations can not be made more than two weeks before your event date.

Set-up and Tear-down Information

- A city employee will be on-site during the set-up and throughout the entire event. The pavilion will be opened at 9:00 am. At the conclusion of your event you will have an hour to tear-down and clean up. All events must conclude by midnight and be cleaned up by 1:00 am. Additional cleanup time will be billed back to the permit holder at $125/hr.

- Tables and brown cloth chairs are available for your use (included in rental fee) see "Tables and Chair Information" page for quantities and sizes. ***We do not provide linens.***

- The city is responsible for setting up **City owned** tables and chairs, taking them down and returning them to the racks. The space will be set up/"linen ready" by 9:00 a.m. on the day of your event, please relay this to your vendors.

- For a seated event Fire Capacity is **275** people. Fire capacity for non-seated events is **575**. Additional outdoor seating may be added but cannot exceed a combined total of 300. Outdoor tables and chairs must be provided by client (take down/set-up).

- Vendor and/or client is responsible for placing linens, centerpieces, props, etc. on tables. We do not provide any of these items. The vendor or client is also responsible for clearing off the tables at the end of the event ie. food, plates, flatware, decorations etc.

- The Bakery or Caterer is responsible for setting up the wedding cake/desserts. City staff will ***not*** assist in moving, assembling or cutting the cake.

- If you choose to rent white ceremony chairs from us for your ceremony, a city employee will set them up and will tear them down at the conclusion of your ceremony.

- The facility is not air conditioned so keep that in mind as arrangements are made for cake deliveries and flowers. You'll want to have your linens arrive before your cake to avoid delays or damage to cake/desserts.

- When all side doors are open a cross breeze is created through the pavilion.
  *****Please note: this could blow linens, tip centerpieces, cakes and decorations.***

- A portable bar is also available for your use (included in rental fee). Dimensions: 30" wide, 8' long and 30" high. The top shelf is 12" wide, 8' long, and 12" from bar top. We will hang black skirting on the two shelves.

Decorations

- The pavilion is an historic building and therefore ***NOTHING*** can be permanently attached to the structure, walls or floor. Tape (masking, duct, scotch, etc) is ***NOT*** permitted, including in the stage area. Gaff tape is the only tape allowed. If you wish to hang decorations from the wall, please bring 3M Command Hooks. This is the only type of adhesive hooks allowed. Harriet Island does ***not*** provide the command hooks. All command hooks and adhesive strips must be removed at the end of the night.

- Candles are allowed but must be contained in a container that catches the wax, including candles in the bathroom and outdoors. City staff can assist in lighting candles if needed.

- Glitter, confetti, birdseed, beads, flower petals, balloons, Mylar, and fireworks (including sparklers, noisemakers, etc.) are ***not*** allowed. Chalk is ***not*** allowed inside the pavilion or on the North and South patios.

- If you need to secure cords ask the city staff for mats to place over the cords for safety. Please do not use tape to secure electrical/extension cords.

- Please do **NOT DRAG TABLES OR CHAIRS** on the Terrazzo Floor, it scratches easily. You will be charged for the damage done by yourself, your guests, or your vendors.

- The ceilings are extremely high. If you are interested in decorating the rafters, a professional decorating company must use a lift/extension ladder and must have the proper liability insurance.

- There are three permanent eye hooks above the stage and three hooks above the fireplace for your use. The hooks are 43" above the fireplace. Fireplace is 57" high and the wall is 10' long.

- Building dimensions: 72' between stage and fireplace; 60' from door to door. Stage Dimensions: 24' wide and 21' deep; three hooks are at the peak of the arch and the stage is approx. 3' high.

- There is NO use of Aerial Lanterns during your event as they are classified as Aerial Fireworks and ILLEGAL in the State of Minnesota.

Waste Reduction Efforts

- The City of Saint Paul is dedicated to reducing waste during all of our special events. Glass and aluminum recycling receptacles are located throughout the pavilion. In addition we collect cardboard and paper for recycling in the kitchen area. During your event planning process please make every attempt to use recyclable products and materials.

Catering Kitchen

- If food is being served, a City of Saint Paul approved licensed caterer must be hired. The caterer is responsible for clearing the tables of food and plates once the reception is finished.

- The kitchen is designed as a "staging kitchen" and is not suitable for cooking large amounts of food. Please notify your caterer of this and if they wish to see the kitchen before your event, please call 651-292-7010 to schedule an appointment.

- There is a small residential oven, an ice machine, one large refrigerator and one freezer available for your use.

- There are no serving utensils or "to go" containers at the facility. **All** food must be removed at the end of the night. Harriet Island trash bins are not available for keg storage/use.

- Pig Roasts and barbeques need prior approval. Any grills used must have plywood or cardboard underneath them to catch grease or other drippings. All charcoal, drippings, etc must be removed from the site by the caterer by the end of the event. Any barbequed remains must be disposed via the parking lot dumpster by the caterers and should not be disposed of in Harriet Island trash receptacles inside/outside of the pavilion.

- The kitchen must be cleaned by your caterer prior to your event. Kitchen should be returned to its original condition. Harriet Island staff will provide cleaning supplies and review the space prior to caterer's departure.

- Caterers should not be consuming any alcohol beverages before, during, or after the event.

- Caterers and all other vendors parking their vehicle during the event must park on Lilydale Rd to allow for maximum parking in the west parking lot for event guests.

Deliveries

- **Vendors (caterers, florists, bakeries, DJ's, bands, etc.) should be informed that vehicles are <u>NOT</u> allowed to drive on either patio or grass surrounding the pavilion.** Vendors may drive on the gray sidewalk on the south side of the pavilion up to the planters located on the patio. They must stop there to unload and reload. Any damage caused by the vendors will be billed back to the permit holder.

Police

- City staff will make arrangements for an off duty Saint Paul Police Officer for your event. Police Officers from other jurisdictions, friends, volunteers or family members are not permitted.

- The cost is $50.00 per hour ***(subject to increase);*** payment is due 14 days prior to your event at the time of the final meeting. The number of Police Officers is dependent on the number of guests, bar locations and event details.

- Police must be present for the entire duration of the event. Police will be scheduled a half hour before your guests arrive till a half hour after your event ends.

Final Planning Meeting

- A month prior to your event please contact our office to set up a final planning meeting to finalize your event details. The completed Harriet Island Event Details document is also due to the Harriet Island Event Coordinator a month prior to your event.

- At the final meeting, you need to pay in full the following:
  - **final balance** for the pavilion rental (payable to City of Saint Paul or by credit card, money orders will not be accepted)
  - Saint Paul **Police Officer** by check ($50/hr payable to Tina McNamara) * *subject to increase*

- With your permission, City of Saint Paul employees, agents or contractors will take photographs of your 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. If the photographs are used in this manner by that date, any distribution after that date is permitted.

  If you do not wish to have photos taken of your event, please inform the Harriet Island Event Coordinator.

Table and Chair Information

Clarence W. Wigington Pavilion on Harriet Island

This form can be used to assist you in planning for tables, chairs and linens. All table and indoor chairs are included in the pavilion rental fee and are located at the pavilion for your use.

ITEM	TOTAL #	SIZE	LINEN SIZE	# Needed
Round Table *(seats 8)*	30	60”	90” Round or 81”x81” square	
Round Table *(seats 10)*	8	72”	120” Round	
Banquet Table	15	6’	84” x 120” Rectangle	
Small Round	2	36”	70” or longer if floor length is needed	
High Top Table	7	36”	120” or longer if floor length is needed	
Portable bar	1	8’	Black Skirting Provided	
Cloth Indoor Chairs *(Indoor use only)*	275			
White Ceremony Chairs – $3.00 each *(outdoor use only)*	275			

Regulations for Serving Alcohol

Clarence W. Wigington Pavilion on Harriet Island

Serving Alcoholic Beverages

Alcoholic beverages may be sold or hosted at Wigington Pavilion for events not exceeding 300 guests. A beverage catering service must be hired to serve alcohol. **They must possess an off-site liquor catering license, annual or temporary, with the State of Minnesota and the City of Saint Paul.** If a temporary City of Saint Paul license is needed, please have the beverage company contact the Department of Safety and Inspection (DSI) at 651-266-9090, for the proper permit. They will need written approval from the Harriet Island Event Coordinator prior to submitting the permit to DSI. Please have them contact Harriet Island at 651-292-7010 for written approval. Copies of current licenses and insurance must be submitted before approval will be given.

Alcoholic beverages may not be served or brought in by guests. Licensed bartenders must be used for serving all alcoholic beverages. No homemade alcohol may be served at any time.

No alcoholic beverages may be served before or after scheduled event hours and a police officer must be on-site at all times. Alcoholic beverages must remain in the pavilion or on the patios. Alcoholic beverages are not permitted on the Riverwalk or lawn area. No alcoholic beverages may be served to anyone under the legal age of 21 and/or anyone that is obviously intoxicated. The permit holder must be on the actual premises at all times alcoholic beverages are being displayed, served and/or consumed.

A **copy of the approval form from DSI must be sent to the HI Event Coordinator** at least **30 days prior to the event**. Please fax to: 651-632-5515 or e-mail to harrietisland@ci.stpaul.mn.us. If this approval is not on file during the event, alcoholic beverages are not allowed to be served.

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 Catering License as well as their City of Saint Paul temporary sales permit (if required). ***Limits may increase without notice***. If a beverage service has been hired for a private event, the beverage service will have to show proof of their liquor liability coverage and their Minnesota State Liquor Catering License, and 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.

- 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 e-mail harrietisland@ci.stpaul.mn.us.