

# **BEFORE RENTAL FAQs**

## ***How do I schedule a tour?***

You can find links to sign up for a private tour of the pavilion on our website at [www.stpaul.gov/harrietisland](http://www.stpaul.gov/harrietisland) under the rentals and reservations tab.

## ***Do you hold dates?***

No, we require the completed application and deposit (50% of the rental) to reserve your date.

## ***How do I submit my application and deposit?***

You may scan and email a copy of your completed application to our email address at [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us) or mail the application to our event office at 85 W. Water Street St. Paul, MN 55107. Our office will call you for credit card information once we have received your completed permit application to take care of the deposit payment.

## ***Can I view your availability online?***

Yes! Please visit our website at [www.stpaul.gov/harrietisland](http://www.stpaul.gov/harrietisland) to view the Wigington Pavilion availability calendars under the rental & reservations tab. The only available dates are the non-highlighted spots on the calendar. The pavilion is not available on load in/load out dates on the calendar. If you are interested in availability for Raspberry Island, Kelley's Landing or Upper Landing Park please email/call our office.

## ***What is the rental fee? What does it include?***

The rental fee is dependent on the date you are interested in. You can find the breakdown of these prices in the permit applications on our website. The permit packet and additional information packet include all of the rental information and the items included with the rental fee. Information regarding our cancellation policies/refunds can also be found in these packets.

## ***When are the remaining fees due?***

Your deposit payment (50% of rental fee) is due upon reservation. The remaining fees for your rental are due two weeks before your event. You will receive a final meeting email (2 months out from your event) including the remaining fees due. If you would like to make installment payments throughout your planning process, just give us a call with credit card information!

## ***When can I access the pavilion on my event day?***

Friday-Sunday rentals will have access to the pavilion starting at 9am for 2023 rentals and 11am for 2024 rentals. During your final meeting you will develop a layout map. The interior building at Wigington Pavilion will be set up by this start time, when you access the building. You may not leave items to be picked up the following day nor drop items off before your rental begins.

## ***What time does my event need to end/when do we need to be out of the building?***

Your event can go no later than midnight. Music must end at midnight and guests need to start making an effort to leave at midnight. Your bar must close at least 30 minutes before your event end so bars must close no later than 11:30pm. You will have until 1am to remove anything brought into the building.

## ***Can we add on hours to our rental time?***

Our hours are set by the city, so we are not able to add on any time to allow your event to go later into the evening. If you want to keep the party going, downtown St. Paul just across the river has great options for bars, hotels, etc.!

## ***Is the venue wheel chair accessible?***

Yes! We have wheel chair accessible parking spaces, bathrooms, and an elevator to access the stage in the pavilion if needed.