



# Harriet Island Event Details

\*Be sure to send this document to your Harriet Island Event Coordinator at least 12 hours before your final meeting!

## Contact Information

Permit Holder (Client)	Current Address	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Event	Type of Event	If other, please describe event
<input type="text"/>	<input type="checkbox"/> Corporate Event <input type="checkbox"/> Community Celebration <input type="checkbox"/> Fundraiser	<input type="text"/>
Contact on-site during event other than client	Relationship to client	Cell phone number for contact
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Event Details/Timeline

Estimated Attendance	Guest arrival time	Cocktail hour time	Event End Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Set-Up Start Time			
<input type="text"/>			

Note: For rentals Monday-Thursday you can access the building two hours before your event time listed on your permit application. You will have one hour after the listed end time on your permit application to have your all event items/materials removed from the pavilion. If you go over this time there will be an additional \$250 per hour charge.

## For Harriet Island Event Coordinator's use only

Alcohol Served?	Lock Bathroom Time	Police Officer Shift	White outdoor chairs (available for rental)
<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
Following license/insurance documents received:			HI items being used:
<input type="checkbox"/> MN State Liquor Catering License <input type="checkbox"/> Liability Insurance for bar service <input type="checkbox"/> Temporary Class T License (if bar is selling) <input type="checkbox"/> MN State Catering License			<input type="checkbox"/> Wireless Microphone <input type="checkbox"/> Podium <input type="checkbox"/> Portable Bar <input type="checkbox"/> Screen

## Vendors

### Event Consultant/Planner

Name of event consultant/planner	Phone Number	Anticipated arrival time
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail address	Will this person be on-site during the event?	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	
Additional Information/Notes:		

## Beverage Service

*The Harriet Island Event Office must receive liquor licensing and insurance at least 30 days prior to the event in order to have alcohol at your event.*

Beverage Service Company	Contact for day of event	Phone number for contact	Anticipated Arrival Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail for beverage company	Bar Start and End Time	Types of beverages served	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

\*Last call is scheduled half hour before event ends. Last call can be no later than 11:30pm.

Type of bar

- Open  
 Cash, \*If cash bar, the beverage service may need to obtain a Temporary Class T License in order to sell.  
 Both

Note: No Alcohol may be served to anyone under the age of 21 at your event. All alcohol must be brought on/off site and served by an insured/ licensed beverage service. Vendors should not be drinking at the pavilion at any point throughout the event. Liquor Insurance Certificate and licenses must be sent to Harriet Island event coordinator at least 30 days prior to your event.

## Food Caterer

Name of Company	Contact name for day of event	Phone number for day of event
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail for Caterer	Anticipated Arrival Time	Serving Time
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Service

- Buffet  
 Seated  
 Pig Roast

Items being brought in by Caterer:

- Linens  
 Flatware  
 Plates

Other items being brought in

- Please check the box to acknowledge and certify that your caterer will remain on site to clear reception tables, clean the kitchen and all food serving areas and pack up any leftover food. They should also be on site to clean-up any late-night snacks/desserts. This is a venue requirement.

Late night snack (please note serving time or delivery time)

Note: Harriet Island Event Staff is not responsible for serving/cleaning late night snack items. Please plan accordingly. Also food for late night snacks must be provided by an established business or come pre-packaged. No homemade food is allowed.

Who will be responsible for placing linens and taking linens at the end of the night?

Note: Caterer dropping off food and leaving site, preparing food on site, pig roasts and BBQ's need prior approval. Caterer is to take all dishes, left over food, etc at the end of the night. It will be thrown away if left in the pavilion. Caterer must leave kitchen clean. Caterers must remain on site to clear tables, package food for departure from pavilion, and to clean the serving areas used.

## Music During Event

- DJ  
 Using the Harriet Island system for I-pod hookup for background music/microphone for speeches

Name of DJ/Company	Contact Name/Phone Number for Day of Contact	
<input type="text"/>	<input type="text"/>	
Email Address for Contact	Anticipated Arrival Time	Music Plays From (Timing):
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Information/Notes:

Items the DJ is providing:

- Microphone  Lighting

Note: No music can be played past 12am. Live bands are NOT allowed at the pavilion. Small scale background live music may be approved before 8pm, contact the Harriet Island event coordinator for details.

## Table Décor/Centerpieces

Vendors Name or Client Supplied

Day of Event Contact Name/Phone Number

Contact Email Address

Anticipated Arrival Time

Name of person taking centerpieces/table décor at the end of the night

Note: Vendor or Client is responsible for placing centerpieces, props, etc. on tables. Any containers that need to be returned to Vendor are the responsible of the Client and need to be taken by the Client at the end of the event.

## Dessert

Name of Baker/Bakery

Contact Name/Phone Number

Anticipated Arrival Time of Delivery

Type of Dessert:

Cake  Cupcakes  Candy Table

Other:

Email Address for Baker/Bakery

Note: Any dessert tray parts that need to be returned to the Bakery are the responsibility of the Client and must be taken by the Client at the end of the event.

## Rental Company

Name of Company

Contact Name

Contact Phone Number

Email Address for Contact

Anticipated Arrival Time

Pick-Up Time

Items being brought in by Rental Company

Note: All set-up and takedown for vendors must take place within the permitted times requested by the permit holder. For every hour past the permitted time, an additional charge of \$250 will be billed to the permit holder.

## Police Officer

City Staff will make arrangement for an on-duty Saint Paul Police Officer for your event. Police officers from other jurisdictions, friends, volunteers or family members are not permitted. The cost is \$108.38 per hour, payment is due 14 days prior to your event at the final meeting. Police must be present for the last 5 hours of your event. This payment must be paid via credit card.

## Rules and Reminders

- No glitter, confetti, mylar, birdseed, fireworks, sparklers, balloons and aerial lanterns.
- No driving on grass or patios.
- Tape (masking, duct, scotch, etc.) is not permitted due to the historic nature of the building (3M Command hooks/strips are allowed).
- Caterer is responsible for clearing reception tables and cleaning kitchen.
- All items brought in must be removed by 1am. If not, an additional charge of \$250/hour will be billed to the permit holder for every hour over the allotted time.

**Please submit this document at least one month prior to your event date! If you are holding your final meeting before this deadline, this document is due the day before that meeting. Your final meeting will be cancelled if this document is not submitted at least 12 hours before your meeting time.**

You can email this document to Brittany at [Brittany.Williams@ci.stpaul.mn.us](mailto:Brittany.Williams@ci.stpaul.mn.us) or mail it to the Harriet Island Special Event Office at 85 W. Water Street Saint Paul, MN 55107.