



2024 Harriet Island Wedding Details Document

**Be sure to send this document to Brittany at least 12 hours before your final meeting!*

Contact Information

Permit Holder (Client) Current Address Phone Number

Date of event: Type of event Wedding Ceremony & Reception Wedding Reception Only
 If wedding, name of couple getting married

Contact on-site during event other than client. Relationship to client Cell phone number for contact

Event Details/Timeline

Estimated Attendance Guest arrival time Ceremony time Cocktail hour time
 Anticipated Arrival Time of Wedding Party at Pavilion Set-Up Start Time Event End Time

Note: The earliest time you can access the building for rentals Friday-Sunday is 11am on the day of your event. Friday/Saturday events may go until 12am.

For Harriet Island Event Coordinator's use only

Alcohol Served? Yes No Lock Bathroom Time Police Officer Shift White outdoor ceremony chairs
 Following license/insurance documents received MN State Liquor Catering License Liability Insurance for bar service Temporary Class T License (if bar is selling) MN State Catering License
 HI items being used Wireless Microphone Podium Portable Bar Screen Coat racks

Vendors

Wedding Consultant/Event Planner

Name of wedding consultant/event planner Phone Number E-mail address
 Anticipated Arrival Time Will this person be on-site during the event? If yes, please provide the departure time:
 Is this person responsible for your décor takedown?

Additional Information/Notes:

Photography

Photographer Company/Name

Contact Phone Number & Email Address

We love getting the opportunity to share your photographer's copyrighted images on our social media platforms! If you are willing to share these with us, please email them to brittany.williams@ci.stpaul.mn.us. Thank you!

Beverage Service

Harriet Island staff must receive 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

E-mail for Beverage Company

Bar Start and End Time

Types of beverages served

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

Type of bar

- Open
 Cash
 Both

****If cash bar, the beverage service will need to obtain a Temporary Class T license in order to sell**

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 Caterer

Contact name for day of event

Phone number for day of event

E-mail for Caterer

Serving time

Anticipated arrival time

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/clearing 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

Type of entertainment : DJ

Using the Harriet Island system for a CD/Ipod/Microphone (toasts/speeches/background music only)

Name of DJ/Company

Name of Contact for the day of event

Phone number for contact

E-mail address for contact

Anticipated arrival time

DJ plays from (time)

Additional Information/Notes:

Items/Services provided by your DJ:

Microphone for toasts/ceremony

Lighting

Ceremony music (If applicable)

Note: No music can be played past midnight. Live bands are **not allowed at the pavilion. Small scale live music before 8pm may be approved, contact the Harriet Island Event Coordinator with details. (i.e. live music during ceremony, cocktail hour or dinner)*

Centerpieces/Flowers

Vendors Name or Client Supplied

Day of Contact Name/Phone Number

Email Address for Contact

Anticipated arrival time

Name of person taking the centerpieces/flowers at the end of the night

If candles, who will be lighting them? If you would like Harriet Island Event Staff to do so please list HI Staff and the time you would like this done.

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

Dessert

Name of Baker/Bakery

Contact name

Phone number for contact

Anticipated arrival time of delivery

Type of dessert

Other

Who is setting out/replenishing/cleaning up the dessert?

*Note: The Bakery or Caterer is responsible for setting up Wedding Cake. City staff will not assist in moving and/or assembling the cake. **Any cake tray parts that need to be returned to the Bakery are the responsibility of the Client and must be taken by Client at the end of the event.***

Rental Company

Name of Rental Company

Contact Name/Phone Number

E-mail address for contact

Anticipated Arrival Time

Pick-Up Time

Item(s) being brought in by Rental Company

Note: Vendors can begin set-up in the pavilion starting at 11am. Vendors must have all items removed from the pavilion by 1am. For every hour past 1am an additional charge of \$250 will be billed to the permit holder. (For Friday-Sunday rentals)

Additional Vendors and/or Rental Company

Name of Company

Contact Name/Phone Number

E-mail address for contact

Anticipated Arrival Time

Pick-Up Time

Item(s) being brought in by Rental Company

Note: Vendors can begin set-up in the pavilion starting at 11am. Vendors must have all items removed from the pavilion by 1am. If takedown goes past this time there will be a \$500 base fee and for every hour past 1am an additional charge of \$250 will be billed to the permit holder. (For Friday-Sunday rentals)

Ceremony Information, if applicable

Ceremony Location:

If ceremony is off-site, please provide address:

Please check the items you would like to use at your ceremony at the pavilion:

- Microphone (indoor use only)
- Podium
- Small 30" Round
- Outdoor Ceremony Chairs (\$3/per chair)

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

Please check the following stating that you understand and agree with the reminders/rules:

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).

The caterer is responsible for clearing reception tables and cleaning the kitchen.

All items brought in must be removed by 1am. If not, a base charge of \$500 will be charged as well as a \$250/hour for every hour past 1am. This will be billed to the permit holder.

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 final meeting. Your final meeting will be cancelled if this document is not submitted at least 12 hours before your final meeting time.

You can email this document to Brittany at 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.



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