

# Vendor FAQs

Q Do you have preferred Vendors?

A We do not have preferred vendors. We allow any food caterer with a MN State Catering License to serve at the pavilion. A licensed/insured beverage may provide/serve/sell alcohol at your event. Please see more specifics in the permit application. No homemade food is allowed at the pavilion. If you are looking for help with vendor selection, please [email](#) the Harriet Island Event Office for frequently used vendors.

Q What is your catering policy?

A The caterer is responsible for clearing the tables once dinner is finished. All plates/flatware must be brought by caterer and leave with the caterer. We do NOT allow drop-off services at the pavilion. If you are using a food truck that does not do this, you must hire a catering service to complete tasks such as kitchen clean-up, clearing tables, etc.. We have an ice machine on site and suggest your beverage service also bring a few extra bags of ice to keep in our freezer as a back-up.

Q What is your policy on music? Are DJs allowed?

A We do not allow live bands for the main dance. We have a minimal in house audio system with a wireless microphone for speaking purposes and an aux hook-up for background music during your cocktail hour and/or dinner. For all other amplification needs i.e. outdoor ceremonies, dances, etc. you will need to hire a DJ or rent your own equipment.

Q Can we put up ceiling decor?

A Any ceiling decor must be install and removed by a professional rental company with insurance due to the height of the ceiling. The height floor to beams is 30'. If a lift is needed for ceiling decor, prior approval is required. \*Sunbelt lift rentals are not permitted at the Wigington Pavilion.

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What are your decor restrictions?

Candles are allowed but must be contained in a glass holder that catches the wax drippings. The following are NOT allowed at Harriet Island: glitter, confetti, open flame candles, birdseed, beads, balloons with helium, Mylar or fireworks (sparklers, noisemakers, aerial lanterns). Chalk is not allowed inside the pavilion or on the patios. Real flower petals can be used outside and fake flower petals can be used inside.

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What hotels are nearby?

There are many hotels located just across the Mississippi River in Downtown Saint Paul. Please visit our Visitor's Bureau, [Visit Saint Paul](#), to view hotels in the area. Be sure to check if any hotels provide a shuttle otherwise most hotels are a quick Uber ride away. Visit Saint Paul is also a great resource for things to do for any out of town guests!

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Do you have a wedding coordinator?

We will insure everything for the venue is set and perfect for your day. We are onsite all day to answer any questions/greet you and your vendors. we are not involved in set up or tear down and do not provide day of wedding coordination. Some of our clients hire a planner/coordinator to assist you with specific details, timelines and decor install/tear down so that you can more enjoy the moments of your wedding day.

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Can my vendor tour the pavilion before the event?

Yes! Once you book the space you will start receiving tour dates for booked clients and their vendors to access the pavilion about once a month. Please feel free to send your vendors to these tours. Also feel free to pass along our email to your vendors so they can reach out to us directly with questions, [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us)

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Additional details can be viewed in the permit packet and additional information packet on our website.

If you have questions after you have reviewed the permit and our website, please email [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us).