



2025 Harriet Island Wedding Details

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

Contact Information

Permit Holder (Client)	Current Address	Phone Number	Date of event
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type of event:		If wedding, name of couple getting married:	
<input type="checkbox"/> Wedding Ceremony/Reception	<input type="checkbox"/> Community Celebration	<input type="text"/>	
<input type="checkbox"/> Wedding Reception	<input type="checkbox"/> Fundraiser		
<input type="checkbox"/> Corporate Event	<input type="checkbox"/> Other, please describe:	<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	Ceremony time	Cocktail hour time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Anticipated Arrival Time of Wedding Party at Pavilion	Set-Up Start Time	Event End Time	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Note: The earliest time you can access the building for rentals on Friday/Saturday is 12p. For other dates, please review your rental.

For Harriet Island Event Coordinator's use only

Alcohol Served?	Lock Bathroom Time	Police Officer Shift	HI items being used <input type="checkbox"/> Wireless Microphone <input type="checkbox"/> Podium <input type="checkbox"/> Portable Bar <input type="checkbox"/> Screen <input type="checkbox"/> Coat racks
<input type="radio"/> Yes	<input type="text"/>	<input type="text"/>	
<input type="radio"/> No			
Following license/insurance documents received			
<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			

Vendors

Wedding Consultant/Event Planner

Name of wedding consultant/event planner	Phone Number	E-mail address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Anticipated Arrival Time	Will this person be on-site during the event?	If yes, please provide the departure time:
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

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 harrietisland@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

***Bar close must take place 30 minutes prior to event end. The latest your bar can be open is 10:30 PM.**

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 the Harriet Island event office 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 (indoor ceremony, toasts, background music only)

Name of DJ/Company	Name of Contact for the day of event	Phone number for contact
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail address for contact	Anticipated arrival time	DJ plays from (time)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 11pm. 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Anticipated arrival time	Name of person taking the centerpieces/flowers at the end of the night
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of dessert	Other	Who is setting out/replenishing/cleaning up the dessert?
<input type="radio"/> Cake <input type="radio"/> Candy table	<input type="text"/>	<input type="text"/>
<input type="radio"/> Cupcakes <input type="radio"/> Other		

*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
<input type="text"/>	<input type="text"/>

E-mail address for contact	Anticipated Arrival Time	Pick-Up Time
<input type="text"/>	<input type="text"/>	<input type="text"/>

Item(s) being brought in by Rental Company

Note: Vendors can begin set-up in the pavilion starting at 12pm. Vendors must have all items removed from the pavilion by 12am. For every hour past 12am an additional charge of \$250 will be billed to the permit holder. (Timing applies to Friday/Saturday 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 12am. Failure to be out of the pavilion by 12am will result in a fee starting at \$500 to the permit holder and an additional charge of \$250 per hour over the takedown end time. (For Friday-Sunday rentals)

Ceremony Information, if applicable

Ceremony Location:

☐ Off-Site

☐ North Patio (riverside of pavilion)

☐ South Patio (playground side of pavilion)

☐ Inside Pavilion (in front of fireplace)

☐ Inside Pavilion (on stage)

Direction of Outdoor Ceremony Chairs:

☐ Facing North (angled towards River)

☐ Facing East (angled toward Park/Memorial)

☐ Facing Northeast corner (angled towards River & Downtown Skyline – most common)

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

☐

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).

☐ Caterer is responsible for clearing reception tables and cleaning kitchen.

☐ All items brought in must be removed by 12am. If not, an additional late fee charge of \$500 plus \$250 per hour over 12am 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 harrietisland@ci.stpaul.mn.us or mail it to the Harriet Island Special Event Office at 85 W. Water Street Saint Paul, MN 55107.