



Harriet Island Event Details

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

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:	P/D Location:	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"/> Stage <input type="checkbox"/> Fireplace <input type="checkbox"/> Both	<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

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 Time of beverage service 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 Company Contact name for day of event Phone number for day of event

E-mail for Caterer Anticipated Arrival Time Serving Time

Type of Service Buffet Seated Pig Roast

Items being brought in by Caterer: Linens Flatware Plates

Other items being brought in

Who will be responsible for the clearing of tables after dinner and throughout the event? (Note: Harriet Island Event Staff is not responsible for this.)

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 a CD/Ipod /Microphone (speeches, toasts, background music only)

Type of Entertainment:

Name of DJ/Company Name of DJ/Company Phone number for day of event contact

Email Address for Contact Anticipated Arrival Time DJ Plays From: (Timing)

Additional Information/Notes:

Items the DJ is providing: Microphone Lighting

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)*

Table decor/Centerpieces

Vendors Name or Client Supplied	Day of Event	Contact Name/Phone Number	Contact Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Anticipated arrival time	Name of person taking centerpieces/table decor at the end of the night		
<input type="text"/>	<input type="text"/>		

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	Email Address for Baker/Bakery		
<input type="checkbox"/> Cake	<input type="text"/>		
<input type="checkbox"/> Cupcakes			
<input type="checkbox"/> Candy table			
<input type="checkbox"/> Other			

Note: Any dessert 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 Company	Contact name	Contact phone number
<input type="text"/>	<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"/>
Items being brought in by Rental Company		
<input type="text"/>		

Note: All set-up and take-down 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 off duty Saint Paul Police Officer for your event. Police Officers from other jurisdictions, friends, volunteers or family members are not permitted. The cost is \$55 per hour, payment is due 14 days prior to your event at the final meeting. Police must be present for the entire duration of the event. Police will be scheduled a half hour before guests arrival until 1am. The number of police officers is dependent on the number of guests, bar locations, and event details. The payment for the police officer must be made by check payable to Lila Sturgeon.

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 patios or grass.
- Tape (masking, duct, scotch, etc.) is not permitted due to the historic nature of the building (3M Command Hooks/Strips are allowed).
- Caterer/Client is responsible for clearing reception tables.
- All items brought in must be removed by 1am. If not, an additional charge of \$250/hr 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 your scheduled 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 e-mail this document to brittany.williams@ci.stpaul.mn.us or mail it to
Harriet Island Special Events 85 W. Water Street St. Paul, MN 55107.