



# Harriet Island Wedding Details

## 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"/>
Set-Up Start Time	Event End Time		
<input type="text"/>	<input type="text"/>		

*Note: The earliest time you can access the building for rentals Friday-Sunday is 9am on the day of your event. For rentals Monday-Thursday you can access the building two hours before your event time listed on your permit application.*

## For Harriet Island Event Coordinator's use only

Alcohol Served?	Lock Bathroom Time	Police Officer Shift	White outdoor ceremony chairs
OYes	<input type="text"/>	<input type="text"/>	<input type="text"/>
ONo			
Following license/insurance documents received	P/D Location	HI items being used	
<input type="checkbox"/> MN State Liquor Catering License	<input type="checkbox"/> Stage	<input type="checkbox"/> Wireless Microphone	
<input type="checkbox"/> Liability Insurance for bar service	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Podium	
<input type="checkbox"/> Temporary Class T License (if bar is selling)	<input type="checkbox"/> Both	<input type="checkbox"/> Portable Bar	
<input type="checkbox"/> MN State Catering License		<input type="checkbox"/> Screen	
		<input type="checkbox"/> Coat racks	

## 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?	
<input type="text"/>	<input type="radio"/> Yes	
	<input type="radio"/> No	

Additional Information/Notes:

## Photography

Photographer Company/Name

Contact Phone Number & Email Address

*We love getting the opportunity to share your photographers 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](mailto: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

Start/End 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

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

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/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 (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 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
<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		
<input type="radio"/> Cake <input type="radio"/> Candy table	<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 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 9am. 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)*

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## Additional Rental Company/Vendor

Name of Company

Contact Name/Phone Number

E-mail address for contact

Anticipated Arrival Time

Pick-Up Time

Items being brought in by Rental Company

*Note: Vendors can begin set-up in the pavilion starting at 9am. 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)*

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## Ceremony Information, if applicable

Ceremony location

- ☐ Off-site
- ☐ North patio (riverside of pavilion)
- ☐ South patio (playground side of pavilion)
- ☐ Inside pavilion (near fireplace)
- ☐ Inside pavilion (on stage)

If ceremony is off-site, please  
provide address

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

- ☐ Microphone
- ☐ Podium
- ☐ Small 36" round
- ☐ Outdoor Ceremony Chairs  
(\$3/per chair)

Direction of Harriet Island outdoor ceremony chairs

- ☐ Facing North (looking straight out at the river)
- ☐ Facing East (toward the Memorial and Park)
- ☐ Facing NE corner (river and Downtown Skyline)

If renting Harriet Island outdoor ceremony chairs, how many?

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## 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 arrive until a half hour after your event ends. 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.

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## 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 historic nature of 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/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 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](mailto:brittany.williams@ci.stpaul.mn.us) or mail it to Harriet Island Special Events 85 W. Water Street St. Paul, MN 55107.