



Harriet Island Wedding Details

Contact Information

Permit Holder (Client) Current Address Phone Number Date of event

Type of event Wedding Ceremony/Reception Wedding Reception Corporate Event Community Celebration Fundraiser Other

If other, please describe event

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

Set-Up Start Time

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? 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

P/D Location Stage Fireplace Both

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?

Yes

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

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

Open

Cash

Both

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

Items being brought in by Caterer:

Other items being brought in

Buffet

Linens

Seated

Flatware

Pig Roast

Plates

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
 Band*
 Using the Harriet Island system for a CD/Ipod/Microphone (ceremony, toasts, background music only)

Name of DJ/Band Company

Name of Contact for the day of event

Phone number for contact

E-mail address for contact

Anticipated arrival time

DJ/Band 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.*

Centerpieces/Flowers

Vendors Name or Client Supplied

Contact name for day of event

Phone number 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

- Cake
 Cupcakes
 Candy table
 Other

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

Contact phone number

E-mail address for contact

Pick-up time

Anticipated arrival time

Items being brought in by Rental Company

Note: Vendors can begin set-up in the pavilion starting at 9am. Vendors can pick up starting at midnight, the end of your event, and must have all items removed from the pavilion by 1 am. For every hour past 1am an additional charge of \$250 will be billed to the permit holder.

Additional Rental Company/Vendor

Name of Company

Contact name

Contact phone number

E-mail address for contact

Pick-up time

Anticipated arrival time

Items being brought in by Rental Company

Note: Vendors can begin set-up in the pavilion starting at 9am. Vendors can pick up starting at midnight, the end of your event, and must have all items removed from the pavilion by 1 am. For every hour past 1am an additional charge of \$250 will be billed to the permit holder.

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 West (toward the Memorial and Park)
- Facing NE corner (river and Downtown Skyline)

If renting Harriet Island outdoor ceremony chairs, how many?

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.

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 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!

You can e-mail this document to harrietisland@ci.stpaul.mn.us or mail it to Harriet Island Special Events 85 W. Water Street St. Paul, MN 55107.