

# **Vendor FAQs**

## ***Do you have Preferred Vendors?***

We do not have any preferred vendors. We allow any food caterer with a MN State Catering License to serve at the pavilion. A licensed and insured beverage service may provide/serve/sell alcohol for your event. Please see specifics for serving alcohol in the permit application. No homemade food is allowed at the pavilion. If you are looking for additional help with vendor selection, please feel free to reach out to us at [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us).

## ***Catering***

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

## ***Music/DJs***

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 I-pod 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.

## ***Ceiling Décor***

Any ceiling décor must be installed 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 décor, prior approval is required. \*Sunbelt lift rentals are not permitted at the Wigington Pavilion.

## ***Décor Restrictions***

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

## ***What hotels are nearby?***

Please visit our Visitor's Bureau website at [www.visitsaintpaul.com](http://www.visitsaintpaul.com) to view hotels in the area. This is also a great resource for things to do for any out of town guests!

## ***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 décor install/tear down so that you can enjoy the moments of your wedding day.

## ***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).