SAINT PAUL
MINNESOTA

PARKS AND RECREATION
HARRIET ISLAND REGIONAL PARK
85 West Water Street
Saint Paul, MN 55107
Email: Harrietisland@ci.stpaul.mn.us

Raspberry Island

2026 Application for Raspberry Island, Saint Paul

Please note that rates, service fees and insurance coverage amounts may increase without notice

PLEASE NOTE: The Schubert Bandshell overhead glass portion is in disrepair and will remain as is through the 2026 permit season. Please visit the site prior to booking.

2026 Reservations will be accepted the first business day in January 2026 for St. Paul residents via lottery. Reservations will be accepted the first business day in February 2026 for non-St. Paul residents via email.

*****Reservations must be made at least 7 days in advance of the event date.***

*****Availability is subject to Harriet Island and MN Boat Club events.***

Reservation Process:

To reserve Raspberry Island, we require the completed permit application and rental fee. The first opportunity to rent 2026 dates is via our lottery process. City of Saint Paul residents may apply for our lottery process for any available 2026 date beginning on December 2, 2025 until December 18, 2025 by 4:30pm. The lottery will take place virtually on January 2, 2026. Residency is proven with a valid MN State driver's license or license plus current utility bill. Non-resident rentals will be accepted starting on the first business day of February 2026 (February 5, 2026) by email. Our lottery process will be virtual this year. For information on entering the lottery, please visit our website for information at (https://www.stpaul.gov/departments/parks-recreation/harriet-island/harriet-island-rentals-and-reservations). Once a permit is granted it may not be transferred to another person or organization, there is a non-refundable $25.00 fee when you change the date from the one listed on the application. You may only change the date one time and the new date must be within the same calendar year.

Applications are available at:

- www.stpaul.gov/harrietisland
- or by email harrietisland@ci.stpaul.mn.us

Completed applications can be sent via email: harrietisland@ci.stpaul.mn.us
Payment of the total rental fee is required to hold the date for all events.
Once your application has been received, we will call you for the credit card payment

Cancellation Policy:

If you choose to cancel the permit more than 180 days (more than 6 months) prior to your event you will forfeit 50% of your deposit. Any deposit paid in excess of original amount deposited will be refunded. If you cancel your permit less than 180 days (less than 6 months) prior to your event you will forfeit your entire original deposit amount. Once a permit is granted it may not be transferred to another person, organization, or calendar year.

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Raspberry Island Rental Rates

Below are the rental rates for events held in the year 2026. All events are subject to review by the Parks Event Coordinator and other Park Staff to determine what tier your event is in by the following factors: impact to the park, number of guests, the length of event, space/facilities required, and planned activities. Rental rates are guaranteed for the year your event is held only; this permit does not specify the correct rental rates for events beyond 2026. Full payment of the permit fee is due at the time of reservation Reservations must be made at least seven days in advance of the event date. We do not hold wedding receptions at Raspberry Island.

** ***Please note that rates, service fees and insurance coverage amounts may increase without notice***

You may rent this space between 9:00 A.M. until 5:00 P.M.

TIER 1 Sunday-Saturday (events under 100 people) Raspberry Island hours are 9:00a.m. to 5:00 p.m. All set up, event timing and clean up must be completed within this time frame and should reflect your hourly rental period. **Includes:** Use of Schubert Stage, lawn area and bathrooms/portable restrooms, does NOT include parking, event or maintenance staff.

Permit Season: May 4 – October 4	
One Session (4 Hour Rental)	**Rental Rate**
	$250.00 plus tax
Additional Timing (Per Hour)	**Rental Rate**
	$50.00 plus tax

**If your organization has tax exemption status, please email your proof of exemption documentation.*

WALK/RUN ADD ON Sunday-Saturday, 9:00a.m. to 1:00 p.m. (100 people)
Includes: Non-exclusive use of the path indicated on the attached application.

Permit Season: May 4 – October 4	
Walk/Run Rental Rate	**Rental Rate**
	$150.00 plus tax

For events over 100 people and/or public events please contact the Parks Event Coordinator for a large event proposal at harrietisland@ci.stpaul.mn.us.
Events with food vendors, alcohol, amplified sound, event activities that significantly impact the park, multiple day events and may include others which are determined by Parks Staff on an individual basis. ** Please note: light towers, additional permits and licensing, additional portable restrooms and staff may be required. These items are dependent on event details and number of people (at the expense of the event).

Additional Fees: *(*All fees are subject to increase)*

- Saint Paul Police Officer(s) may be required for your event depending on the event details. Rates start at $129.59/hr. per officer.
- $500.00 Locate Fee for any staked tents, games or inflatables in the lawn *(example: large tents, giant slides, jumpers – which may also require additional insurance.)*
- $125.00 per hour Clean up Fee will be charged when cleanup time goes beyond your maximum allotted time or if client fails to leave the park in the condition it was found.

Rental Information:

- Parking on Raspberry Island is very limited and cannot be guaranteed, events with over **25** individuals need a parking plan approved by the Parks Event Coordinator.
- **There is NO driving on the grounds (grass and sidewalks) of Raspberry Island Park!** Load-in for all providers must be pre-arranged with the Parks Event Coordinator. If damage occurs to park grounds the

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permit holder will be charged for the repairs.

- **No dunk tanks are allowed at Raspberry Island.**

Special Amenities

- Schubert Club Bandshell, measuring 24' x 20'.
- Contained event grounds, great site for gated or ticketed events.
- 1 – 20-amp circuit (4 outlets) on the Schubert Club Bandshell. No additional power guaranteed, please plan accordingly.

Tents:

Tents are highly discouraged due to the extremely windy conditions in the park. Tents may be erected if the Parks Event Coordinator has been notified at least fourteen (14) days in advance of event. Tents/canopies on park land require a permit. Contact the Department of Safety and Inspections at 651-266-8989 for permit information. If damage occurs to park grounds the name on the application is charged for repairs. There is no staking permitted at Raspberry Island without prior approval from the Parks Event Coordinator. Staking will require additional fees for private utility locates.

Generators:

The use of generators for additional power requires a permit through the Department of Licensing and Inspections at 651-266-9036. If your generator requires grounding, a City of Saint Paul electrician will need to be scheduled to do a private utility locate for a grounding rod or to ground into a light pole. This should only be administered by a City of Saint Paul electrician and the permit holder will be assessed a fee for electrical services. To schedule an electrician please email the Parks Event Coordinator at harrietisland@ci.stpaul.mn.us a minimum of 14 days before the event.

Rental Equipment:

All rental equipment and supplies can be delivered only within your permitted hours on the day of the event and must be removed within your permitted hours. The City of Saint Paul, Department of Parks and Recreation, is not responsible for personal or rental items brought onto the property. Load-in for all providers must be arranged with the Parks Event Coordinator at least fourteen (14) days prior to the event. Rental chairs and tables may be brought onto the grounds, Department of Parks and Recreation does not supply tables or chairs for events. The permit holder is responsible for both setup and cleanup.

Catering:

The City of Saint Paul, Department of Parks and Recreation, reserves the right to approve caterers and all other vendors for the event based on past experiences. Name and contact person for all client vendors must be supplied to Parks Event Coordinator. Raspberry Island does not have a kitchen or staging area. There is no potable water access onsite. Gray water must be disposed of off-site.

Recycling

If beverages are sold or provided in plastic or glass bottles or aluminum cans you must use designated recycling containers. DO NOT place in trash cans. Recycling of cardboard and boxboard (pop/beer carton, non-frozen food boxes) is encouraged. Please flatten boxes and stack near recycling or trash containers.

Music:

Events with any amplified sound must contact the Harriet Island event office.

Security:

An on-duty Saint Paul Police officer may be required for private events. The rate is to be determined based on

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your event details but there is a minimum of four hours. An officer must be on site the entire duration of your event, beginning when your guests arrive to when they leave. Additional security may be required depending on the nature of the event, amount of people attending, etc. The Parks Event Coordinator will arrange coverage with on-duty officers; you may not use family or friends for this position.

Walk/Run Information:

- All walk/runs must provide a copy of proof of liability insurance no later than 14 days prior to your event. See below for requirements.
- Only chalk, cones or flags may be used on paths. Spray paint of any kind is prohibited. Staking signs of any kind along the path is not permitted.
- If the planned route requires road closures, a block permit must be obtained by contacting the Saint Paul Police Community Services office at 651-266-5485.
- If the event is advertised to the public and food and/or beverage are served, a food license may be required. Licenses can be obtained by calling the State of MN at 651-201-3987.
- Depending on the planned route, on duty Saint Paul Police officers may need to be hired. See security section for more information.
- All parking within the park system is on a first come, first served basis and cannot be reserved.
- Exclusive use of the paths cannot be granted. The public always maintains access and use.
- Upon request, Parks will list your walk/run on our City of Saint Paul/Harriet Island website and Facebook page.
- All foot races/walks are subject to a per participant fee. If the run/walk has 500 participants or less the per participant fee is $1.50 while if the run/walk has 501 participants or more the per participant fee is $2.00. The event organizer is responsible for submitting a verified roster 7 days prior to the event. Parks will invoice the event upon receipt of the roster. Any falsifying of documents or participant numbers will result immediate termination of the current permit and future denial of permits within the City of Saint Paul. Taxes may apply.

Insurance Requirements:

For all Tier 2 events, public events and/or walk runs liability insurance in the amount of $1,500,000 per occurrence, and $3,000,000 aggregate ***(limits may increase without notice)*** must be obtained. The permit holder will have to show proof of their insurance.

- To indemnify the City of Saint Paul, Department of Parks and Recreation, and hold them harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees or agents or guests or any person under the applicant's control, and shall further include the City of Saint Paul, Department of Parks and Recreation, 400 City Hall Annex, 25 West Fourth Street, Saint Paul, MN 55102, as additional insured on the policy. The insurance certificate must include the event name, date and location.
- A certificate must be sent to us *14 days prior to event*.

Please review the City of Saint Paul Insurance Requirements for additional situations that would require insurance.

**Please Note: If you need additional information, please email harrietisland@ci.stpaul.mn.us

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2026 Application for Raspberry Island

Please mail or email the application to:
Harriet Island Event Coordinator
85 West Water Street
Saint Paul, MN 55107

Email: harrietisland@ci.stpaul.mn.us

For office use only:
Date Application Received: _____
Rental Fee Amount: _____
Date Rental Fee Received: _____
Permit Number: _____

Proposed **2026** Date ofEvent _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

Home/Work Phone ( ) _____ Cell Phone ( ) _____

Event website: _____

If this is a wedding: _____
Name of individuals getting married

_____
Address (Address, City, State and Zip)

_____
Phone number/Email address

Type of Event: _____Picnic _____Wedding Ceremony
_____Corporate Event _____Concert
_____Walk/Run _____Other (please describe) _____

Facilities to be used for event: _____Bandshell _____Lawn area _____Levee Path
_____Lilydale Path _____Harriet Island Paths

Estimated Attendance: _____ Rental Hours: _____
(**include set up, event and take down time**)

If wedding ceremony, ceremony time: _____

Describe the event: _____

Please check all items that will be brought on grounds:

_____Tent/Canopy _____Stage/Flooring _____Sound System
_____Decorations _____Lighting _____Large equipment *(lift, fork lift, etc.)*
_____Other _____

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Will you be charging admission to your event? _____No _____Yes (How much?_____)

Will you be selling: Food _____No _____Yes

Non-alcoholic beverages _____No _____Yes

Alcoholic Beverages _____No _____Yes

Merchandise _____No _____Yes

Will you be giving away: Food _____No _____Yes

Non-alcoholic beverages _____No _____Yes

Merchandise _____No _____Yes

Will you be using a caterer?_____No_____Yes - If Yes, provide company name:_____

Will alcoholic beverages be served?_____No_____Yes - If Yes, provide company name: _____

Rental Rate: _____Tier 1 _____Walk/Run

The undersigned applicant agrees:

1. To bear all costs of policing, cleaning and restoring park property used pursuant to the permit.
2. Permit holder, liquor provider and/or caterer will indemnify the City of Saint Paul, Department of Parks and Recreation, and hold them harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees or agents or guests or any person under the applicant's control. Such insurance shall be at a minimum of $1,500,000 per occurrence, and $3,000,000 in aggregate, and shall further include the City of Saint Paul, Department of Parks and Recreation, 400 City Hall Annex, 25 West Fourth Street, Saint Paul, MN 55102, and must be named Department of Parks and Recreation, as additional insured on the policy and a certificate must be sent to us 14 days prior to event. A copy of the insurance certificate must include the event name, date and location. A copy can be emailed to harrietisland@ci.stpaul.mn.us.
3. The undersigned gives permission for the City of Saint Paul or its authorized employee, agent or contractor, to take photographs of this event for the purpose of publishing them on City media resources. Photographs will only be used for the City's publicity efforts in promoting or describing City facilities and resources. This grant of permission is effective for one year from the event date for the purpose of allowing such publication. It is understood that if the photograph is used in the manner by that date, that any distribution after that date is permitted.
   - Please check one: ☐ Yes, I give my permission ☐ No thank you
4. To limit all activities conducted on Park property to the terms of the permit. The failure to abide by the terms of the permit or any other applicable laws, rules or regulations may result in the revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liabilityor criminal prosecution.
5. That the City of Saint Paul is not liable for any damages resulting from acts of God, including, but not limited to floods. **Please Note: Raspberry Island is located in a flood plain**. If the park is not available because of a flood we will refund your entire deposit. We will check on availability within our Parks system for a potential alternate location. You would be notified in writing if this were to occur.
6. The event holder is responsible for procuring the appropriate permits and licensing. Failure to procure the appropriate permits and licensing will result in additional fees and fines that will be billed to the permit holder.
7. By signing this permit you are acknowledging that the information on this application is true and accurate. If any of the information on this application may change it is the permit holder's responsibility to contact the appropriate City representatives including but not limited to Harriet Island Event Coordinator, Saint Paul Fire Department and the Department of Safety and Inspections.

YOUR APPLICATION IS NOT COMPLETE AND THE DATES ARE CONFIRMED UNTIL YOU HAVE RECEIVED AN ELECTRONIC CONFIRMATION FROM OUR OFFICE.

Applicant Signature: _____ Date: _____