

# Wigington Pavilion Rental FAQ

<b>How do I schedule a Pavilion tour?</b>	You can find links to sign up for a private tour on our website under the rentals and reservations tab.
<b>Do you hold dates?</b>	We do not. We require the completed application and a deposit (50% of the rental) to reserve a date.
<b>How do I reserve a date?</b>	Complete the permit application on our website. Email the completed application. Once we receive your application, we will call you for credit card information to pay the rental deposit fee.
<b>Can I view your availability online?</b>	Yes! You can visit our website to view the Wigington Pavilion availability calendars. The pavilion is not available on load in/load out dates on the calendar.
<b>What is the rental fee? What does it include?</b>	Rental fees are dependent on your desired date. You can find the breakdown of fees on page 2 of the permit application packets on our website. The permit & additional information packets include rental, policies & refund information.
<b>When are the remaining fees due?</b>	Your deposit payment (50% of the rental fee) is due upon reservation. The remaining fees are due 2 weeks before your event. This includes the rental fee balance (50%), the ceremony fee (if applicable), and the police fee. The final guest count food/beverage fee (\$2 per person) is due one week before your event.
<b>When can I access the Pavilion on my event day?</b>	Friday/Saturday rentals will have access to the pavilion starting at 12pm. The layout you design with your Harriet Island Event Coordinator will be set by that time. Your event may last until 11pm. Event takedown must be completed by midnight.
<b>Can we add on hours to our rental time?</b>	Our hours are set by the City, so we are unable to add on any time to allow your event to go later in the evening. To keep the party going, head to Downtown St. Paul just across the River for bars & nightlife.

**Additional details can be viewed in the Wigington Pavilion Permit. If you have questions after you have reviewed the permit and our website, please email [harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us).**



**SAINT PAUL  
MINNESOTA**

**HARRIET ISLAND**  
**WIGINGTON PAVILION**

Harriet Island Regional Park  
85 West Water Street  
Saint Paul, MN 55107  
[harrietisland@ci.stpaul.mn.us](mailto:harrietisland@ci.stpaul.mn.us)