

Vendor FAQ

Do you have a wedding coordinator?

Our Event Manager or event staff member(s) are onsite the day of your event to answer any questions/greet you and your vendors. We do not provide a day of wedding coordinator, but we will insure everything for the venue is set and perfect for your day. We are not involved in set up or tear down. Some of our clients hire a planner/coordinator to assist with specific details, timelines, and decor install/tear down to ensure enjoyment of all the moments of their wedding day.

Do you have preferred vendors?

We do not have preferred vendors. We allow any food caterer with a MN State Catering License to serve at the pavilion. A licensed/insured beverage may provide/serve/sell alcohol at your event. Please see more specifics in the permit application. No homemade food is allowed at the pavilion. If you are looking for help with vendor selection, please email the Harriet Island Event Office for frequently used vendors.

Can my vendor(s) tour the pavilion before the event?

Yes! Once you book the space you will start receiving tour dates for booked clients and A 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

What is your policy on music? Are DJs allowed?

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 aux 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.

What hotels are nearby?

There are many hotels located just across the Mississippi River in Downtown Saint Paul. Please visit our Visitor's Bureau, Visit Saint Paul, to view hotels in the area. Be sure to check if any hotels provide a shuttle otherwise most hotels are a quick Uber ride away. Visit Saint Paul is also a great resource for things to do for any out of town guests!



SAINT PAUL
MINNESOTA

HARRIET ISLAND
REGIONAL PARK

Harriet Island Regional Park
85 West Water Street
Saint Paul, MN 55107
harrietisland@ci.stpaul.mn.us

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What is your catering policy?

The caterer is responsible for all food prep, set-up, clearing the tables for all meals including late night snacks, and clean-up. We do NOT allow drop-off services at the Pavilion. All plates/flatware/dishes/serving items must be brought by caterer and leave with the caterer. If you are using a food truck that does not do this, you must hire a catering service to complete tasks such as kitchen clean-up, clearing tables, etc. We have an ice machine on site and suggest your beverage service also bring a few extra bags of ice to keep in our freezer as a back-up.

Can we put up ceiling decor?

Any ceiling decor 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 decor, prior approval is required. *Sunbelt lift rentals are not permitted at the Wigington Pavilion.

What are your decor restrictions?

These decor items are permissible:

- Candle in a glass holder that catches the wax drippings
- Fresh, silk, and dried floral arrangements
- Fake flower petals
- Non-helium balloons
- Professionally installed ceiling decor
- Signs and decorative items on easels, tables, and walls
- Note: all items hanging on walls must be affixed with "command" strips only.

The following decor items are NOT allowed:

- Glitter, confetti, birdseed, beads
- Open flame candles,
- Balloons with helium
- Fireworks (sparklers, noisemakers, aerial lanterns).
- Chalk inside the pavilion or on the patios
- Real flower petals inside the Pavilion

Additional details can be viewed in the permit packet and information packet on our website. If you have questions after you have reviewed the permit and our website, please email harrietisland@ci.stpaul.mn.us.



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