



Clarence W. Wigington Pavilion

2027 Application for Harriet Island, Saint Paul

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

Maximum Capacity for a seated event in the Pavilion is 225

Reservation Process

To reserve the Clarence W. Wigington Pavilion we require the completed permit application and deposit. Reservations must be processed at least 14 days prior to the proposed permit date. For wedding ceremony or reception permits (or any other event that includes alcohol) reservations must be processed a minimum of 60 days prior to the proposed permit date.

Permit Applications are available at:

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

2. **Completed** permit applications can be sent via:

Email: harrietisland@ci.stpaul.mn.us

Mail: Harriet Island Event Office
85 W. Water Street
Saint Paul, MN 55107

3. **Deposit-** Half (50%) of the rental fee is due with the permit application to reserve a date. We do not hold any dates. Payment is accepted via credit card only.

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 or organization; there is a non-refundable \$75 fee to change the date from the one on the permit application (you may only change the date one time and the new date must be within that same calendar year). Once a date change has been made, any cancellation of that permit will forfeit any potential refunds.

The balance of estimated charges for your event is payable and due no later than 14 days in advance of your event. Failure to pay the remaining estimated balance within that time will cause your permit to be canceled and you will forfeit your entire deposit. Additional timing cannot be added to your rental after 14 days in advance of your event.

**Please Note: If you need additional information before reserving the pavilion, please email, harrietisland@ci.stpaul.mn.us. If you would like to set up an appointment to visit the pavilion please visit our website to sign up for a tour time www.stpaul.gov/harrietisland.

Harriet Island Rental Rates:

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

TIER 1 Monday-Thursday Includes: use of picnic tables (*does NOT include access to pavilion*) – dependent on impact to the grounds, number of people, and length of event time. (*i.e. small picnics, school lunch groups, and may include others which are determined by Parks Staff on an individual basis*) Please note, wedding ceremonies and receptions are not allowed on the great lawn. *We will not reserve this space if there is an existing permit for the Clarence Wigington Pavilion.

Season	Rental Rate
May 3 rd – October 3 rd	\$75.00/hour plus tax

TIER 2 Sunday & Thursday (8a-10pm on Thursdays/11a-10pm on Sundays including length of event and set-up/take down, minimum of 3 hours for your event time) Includes: use of pavilion, patios, tables, cloth chairs and event staff – dependent on impact to the grounds, number of people and length of event. (*i.e. business meetings/luncheons/breakfasts, private events, retirement and birthday parties, small company picnics, and may include others which are determined by Parks Staff on an individual basis*) ***This rate includes set-up and tear-down of tables and chairs* This rate includes 2 hours of set-up and 1 hour of takedown.**

Season	Rental Rate
January 1 st – March 31 st	\$125.00/hour plus tax
April 1 st – October 31 st	\$200.00/hour plus tax
November 1 st – December 31 st	\$125.00/hour plus tax

***This excludes the following Sundays: Sunday before Memorial Day and Labor Day. Those Sundays will be the full rate of \$3000.00 and will have access to the pavilion starting at 12:00 PM for set-up and the event can go until 11:00 PM with takedown completed by 12:00 AM.*

TIER 3 Friday and Saturday Includes: use of pavilion, patios, tables, cloth chairs and event staff. Access to the building begins at 12:00pm. Event must be completed no later than 11:00pm and cleanup finished by 12:00am (*i.e. Wedding receptions, company parties, re-unions, and may include other events which will be determined by Parks Staff*) ***This rate includes set-up and tear-down of city owned tables and chairs***

Friday and Saturday	Rental Rate
January 1 st – March 31 st	\$175.00/hour plus tax
April 1 st – October 31 st	\$3,000.00/day plus tax
November 1 st – December 31 st	\$2,000.00/day plus tax

TIER 4 Thursday – Sunday (For events with attendance of 500 – 999 guests). Please note, this event would be primarily outside as the pavilion has a capacity of 225 guests seated inside. This will most likely require a tent to be rented in case of inclement weather. Includes: use of pavilion, patios, tables, cloth chairs and event staff. ***This rate includes set-up and tear-down of tables and chairs*This rate includes 2 hours of set-up and 1 hour of takedown.**

Season	Rental Rate
May 3 rd – October 3 rd	\$300.00/hour plus tax

WALK/RUN RATES Sunday-Saturday 7:30a-2:30p only (up to 500 people)

Includes: Non-exclusive use of the path indicated on the attached application. The below fee is in addition to the above rental rates.

Season	Rental Rate
May 3 rd – October 3 rd	\$150.00 plus tax

Events that are open to the public or are large multiple day events require the “HI Large Event Permit.”

Contact the Harriet Island Event Coordinator for the permit at harrietisland@ci.stpaul.mn.us.

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

Additional Fees and Services: (*all fees are subject to increase without notice)

- An **on-duty City of Saint Paul Police Officer** is required for all events. Fee range will be determined by the Saint Paul Police Department. The current fee is \$129.59 per hour, per officer. For tier 3 events, an officer is required for the last 5 hours of your rental (i.e. if your event goes until 11pm and takedown by 12am, the police officer will be scheduled from 7:00 PM – 12:00 AM.) For tier 2 events, events that go past 3pm (including takedown) will require an officer regardless of alcohol on site. A minimum of 4 hours is required, subject to change based on event details and timing.
- The Harriet Island Event Coordinator will handle the assignment and scheduling of the Officer.
- Ceremony Fee: A fee of \$500.00 will be assessed for any wedding ceremony.
- Per Attendee Food & Beverage Fee: \$2/attendee. Fee collected 7 days prior to your event date. We are happy to offer an open vendor policy, this fee covers the additional work required by our event office. This fee will be applied to wedding events.
- \$500.00 to \$1,500.00 **Locate Fee** for staked tents, games or inflatables in the great lawn. Information and payment regarding locate must be submitted 14 days in advance of the event.
(ex: large tents, giant slides, jumpers – which may also require additional insurance and prior approval.)
- A \$75.00 fee will be charged if the date is changed from the one listed on the permit application, this fee is non-refundable, and the new date must be within the same calendar year as the original rental.

Length of Event

Please see below for the specifications on length of event, set-up, and teardown times. Set-up time may or may not be included in length of event.

- No event may end later than **11:00pm** with a one-hour clean-up until 12:00am. During set-up and clean-up/teardown no alcohol or food may be served/consumed and no amplified music may be played. Clean-up must be completed and the facility vacated by **12:00am**. A base fee penalty starting at \$500.00 and then an additional \$250/hour will be charged to the permit holder should you go over the allocated clean-up hour, extra clean-up is required or if you fail to end your event at 11:00pm.
- Weekday set-up time and access time must be pre-arranged with the Harriet Island Event Coordinator 60 days in advance of the event.

Special Amenities

- Pavilion is heated for year-round events as well as air conditioned. Pavilion doors will need to remain closed throughout your rental if heat or air conditioning is being used.
- Staging kitchen with stainless steel counters, one commercial refrigerator, one commercial freezer, one residential stove/oven and use of an ice machine. The ice machine provides a limited amount of ice and large amounts of ice are not guaranteed. Please plan accordingly.
- Sound system inside the pavilion is for background music and microphone for toasts and announcements: sound system is not suitable for dances, outdoor ceremonies or plugging in any additional sound equipment!
- North and South Patios, measuring 60'x 40'.
- Large gas fireplace.
- Stage measuring 24'x 20'.
- Garbage cans and liners are provided within the kitchen for catering use. Organic recycling is also available in the kitchen.
- An **on-duty City of Saint Paul Police Officer** is required for all events. Fee range will be determined by the Saint Paul Police Department.
- A building attendant will be on site during set-up and until cleanup is finished.

Security

An on-duty City of Saint Paul Police Officer will be required for all events. Fee range will be determined by the Saint Paul Police Department. The current fee is \$129.59 per hour, per officer. For tier 3 events, an officer is required for the last 5 hours of your rental (ex: if your event goes until 11pm and takedown by 12am, the police officer will be scheduled from 7:00 PM – 12:00 AM.) For tier 2 events, a minimum of 4 hours is required, subject to change based on event details and timing. Park staff will arrange coverage with on-duty officers; you may not use family or friends for this position.

The police payment will need to be received two weeks prior to the event, failure to do so will result in the **cancellation** of your event and no refunds will be given. Police officers will be in full uniform. Please note all graduation events will require a police officer present during the event.

Walk/Run Information:

- All walk/runs must provide a copy of liability insurance (\$1,500,000/claim and \$3,000,000/aggregate) no later than 14 days prior to your event. The City of Saint Paul must be listed as additionally insured on the insurance certificate (City of Saint Paul, 400 City Hall Annex, 25 West Fourth Street, Saint Paul, MN 55102). Contact the Harriet Island Event Coordinator for additional insurance 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 parade 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 Minnesota-Public Health 651-201-3987.
- Depending on the planned route, an on duty/overtime Saint Paul Police officer(s) may be required. 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 races must have a local race director working with the event.
- 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 in immediate termination of the current permit and future denial of permits within the City of Saint Paul.

Serving Alcoholic Beverages

- If alcohol is being sold or served, a MN State Liquor caterer must be hired. **No alcoholic beverages may be brought in by the client or guests at any time throughout the rental.**
- Alcoholic beverage service may be hosted (open bar) or a cash bar. No homemade alcoholic beverages.
- No alcoholic beverages may be served before or after event hours. A security officer will be required for all events. The Harriet Island Event Coordinator will schedule the officer based on your event details.
- Alcoholic beverages must remain in the Pavilion or on the patios. Alcoholic beverages are not permitted on the Riverwalk or Great Stairs.
- No alcoholic beverages may be served to anyone under the legal age of 21 and/or anyone who is obviously intoxicated. The Saint Paul Police Officer and beverage provider reserve the right to refuse service to any obviously intoxicated individuals.
- In circumstances where public safety is an issue, the Saint Paul Police Officer and beverage provider reserve the right to close the entire bar at any point during the event.
- The permit holder must be always on the actual premises alcoholic beverages are being displayed, served or consumed.
- For safety reasons any vendor including Caterers, Beverage services, etc. may not be drinking at any point before, during or after the event.
- Last call for beverage service will be 30 minutes prior to your event ending. Beverage service staff must clear tables of drinkware at the conclusion of the event.
- **The liquor caterer/beverage service must provide a copy of their liquor liability and their State/City liquor catering license(s)/permit(s) to the Harriet Island Event Coordinator 30 days prior to the event. If alcohol is being sold at the event a Class T license will need to be obtained from the Department of Safety and Inspections. To obtain a Class T license, the vendor will need a “permission to sell” letter from the Harriet Island event office. To request this letter, a copy of the liquor liability and State/City liquor catering license must be submitted to the Harriet Island Event Coordinator. Copies can be emailed to harrietisland@ci.stpaul.mn.us.**

Insurance Requirements

- If alcohol is served/sold at a private event (not exceeding 300 guests) in Wigington Pavilion, liquor liability in the amount of \$1,000,000 is required with the City of Saint Paul being listed as additionally insured. The beverage service must provide proof of their MN State Liquor Catering License as well as their City of Saint Paul temporary sales permit (if required). **Limits may increase without notice.** The beverage service must agree to the following:
- To indemnify the City of Saint Paul, Department of Parks and Recreation, and hold them free 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 any person under the applicant's control, and shall further include the City of Saint Paul, Department of Parks and Recreation, 25 West 4th Street, 400 CHA, Saint Paul, MN 55102 , as additional insured on the policy. The name of the company on the insurance document must match the name on all other documents (permits, licenses, etc.).
- A **copy of the insurance certificate** (must include the event name, date and location) must be given to the Harriet Island Event Coordinator at least **30 days prior to the event**. Please email to harrietisland@ci.stpaul.mn.us.

Other Requirements

- If food is being served, a State of Minnesota licensed caterer and staff must be hired to cater food, clear tables throughout the entirety of your event and clean all serving areas. **Catering staff must stay onsite for the entirety of your event.** Homemade food is not allowed at the pavilion, all food must be prepared and cooked in a licensed catering kitchen. The caterer is responsible for clearing the tables of food and plates throughout event until event concludes. All plates and flatware must be brought in by the caterer and leave with the caterer at the end of the night. If plates and flatware are not provided by your caterer, a plan must be submitted to the Harriet Island Event Coordinator regarding the drop off, cleaning and pick-up of these items at least 1 week prior to the event date.
- Caterers must remain on-site till the end of your event and must be on site while any food is being prepared, served, and cleaned up. This includes late night food or self-serve snacks. **We do not allow catering drop-off services at the pavilion.** If you are using a food truck, you must also hire an event catering staff service to complete tasks such as kitchen clean-up, clearing reception tables, etc. Either the beverage service or the caterers must clear glasses/drinks at the end of the night.
- Caterers are responsible for removal of trash including the transport of trash to our dumpster located in the parking lot. Caterers are also responsible for the takedown of any tables and chairs needed to create dance floor space in front of the stage.
- Sunbelt lift rentals are not permitted at Wigington Pavilion. If a lift is needed for ceiling décor, prior approval is required. Before approval is granted, specific delivery and pick up dates and times will need to be arranged and approved. Any lifts not picked up at the approved time will incur a \$600 fee assessed to the permit holder.
- Caterers and all other vendors parking their car during the event must park on Lilydale Rd to allow for maximum parking in the west parking lot for event guests.
- All rental equipment and supplies can be delivered only on the day of the event and must be removed that same day. The Saint Paul Parks and Recreation Department is not responsible for personal or rental items brought onto the property. Any equipment or items left after the permitted time will be disposed of.
- The area directly behind the fireplace will not be accessible as a part of the event space. This area is strictly for Harriet Island storage space and should not be used by the client.
- Parking is limited and not guaranteed. There are parking lots west and east of the pavilion and alternate parking is available on the streets nearby – Water Street and Lilydale Rd. There are also numerous parking ramps in downtown Saint Paul. It is highly discouraged to park overnight in the parking lot. Should vehicles need to stay overnight please see the parks staff for a permit as the park closes at 11p and cars are subject to a ticket after that time. Do not leave valuables in your car! Parking for vendors during the event is limited to street parking in order to ensure there is enough parking for event guests.
- **There is NO driving on the grounds (grass and sidewalks) of Harriet Island Park!** Load-in for all vendors must be pre-arranged with park staff. If damage occurs to park grounds the name on the application is charged for the repairs.
- All amplified music must comply with City noise ordinances; no amplification of music will be allowed on the

North or South patios, except during wedding ceremonies/cocktail hours. Harriet Island staff will monitor sound throughout the event and reserve the right to lower sound levels at any time.

- Live bands are not allowed to play inside the Harriet Island Pavilion for receptions/dances due to sound regulations.
- Pavilion bathrooms must remain open to the public until two hours prior to the arrival of guests.
- The Saint Paul Parks and Recreation Department reserves the right to approve caterers and all additional vendors for events based on past experiences. Name and contact person for all client vendors must be supplied to Parks Staff no later than 14 days prior to your event at the final meeting.
- All changes to the layout map for your event must be confirmed with the Harriet Island Event Coordinator no later than 7 days prior to your event.
- Surrounding Park grounds remain open to the public during your event.
- The permit holder is responsible for supplying a completed final event detail sheet as well as a layout map no later than 15 days prior to the scheduled event.
- An alternative layout will be discussed in case of poor weather. The indoor ceremony can be held on the stage or in front of the fireplace. We do not flip the space from ceremony to reception, your guests will be seated at your reception tables and additional rows can be placed based on attendance and layout configuration.



2027 Application for Clarence Wigington Pavilion, Harriet Island

For office use only:

Date Application Received: _____

Deposit Amount: _____

Date deposit was received: _____

Permit Number: _____

Please mail or e-mail the application to:

Harriet Island Event Coordinator
85 W. Water Street
Saint Paul, MN 55107

Email: harrietisland@ci.stpaul.mn.us

Proposed **2027** Date of Event _____

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

Type of Event: _____ Picnic _____ Wedding Ceremony _____ Wedding Reception
 _____ Meeting _____ Corporate Event _____ Community Celebration
 _____ Convention _____ Trade Show _____ Conference
 _____ Walk/Run _____ Other (please describe) _____

Facilities to be used for event: _____ Pavilion _____ North and South Patios
 _____ Levee Path _____ Lilydale Path _____ Harriet Island Paths
 _____ Picnic Tables Only

Estimated Attendance: _____ Event Hours/Rental Hours: _____

Describe the event: _____

Please check all items that will be brought on grounds and/or in pavilion:

_____ Tent/Canopy _____ Stage/Flooring _____ Sound System
_____ Decorations _____ Lighting _____ Large equipment (*lift, fork lift, etc.*)
_____ Other _____

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

Please check that you agree to our catering policies and responsibilities required as stated above.

What caterer will be used for your event (if still undetermined, please list TBD): _____

Will alcoholic beverages be served? _____ No _____ Yes - If yes, provide company name: _____

Rental Rate: _____ Tier One _____ Tier Two _____ Tier Three _____ Tier Four

(Rental Rate is subject to change by Harriet Island Park Staff, when/after event details are determined.)

The undersigned applicant agrees:

1. They understand and acknowledge policies stated in the above permit and additional information packet.
2. To bear all costs of policing, cleaning and restoring park property used pursuant to the permit.
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. Liquor provider and/or caterer will indemnify the City of Saint Paul, Department of Parks and Recreation, and hold them free 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 liquor liability shall be at a minimum of \$1,000,000 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 30 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.
5. 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 liability or criminal prosecution.
6. 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: Harriet Island Park is located in a flood plain.** If the pavilion is not available because of a flood we will refund your entire deposit. You would be notified in writing if this were to occur.

YOUR APPLICATION IS NOT CONFIRMED UNTIL YOU HAVE RECEIVED AN ELECTRONIC CONFIRMATION FROM OUR OFFICE.

Applicant Signature: _____

Date: _____