



Additional Set-Up Day

2025 Application for the Harriet Island Wigington Pavilion

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

*Reservations will be accepted at a maximum of 60 days in advance.
Reservations must be made at least 14 days in advance of the event date.
Availability subject to Harriet Island events.*

Reservation Process:

In order to reserve the Harriet Island Wigington Pavilion, we require the completed permit application and rental fee. Once a permit is granted it may not be transferred to another person or organization and it cannot be changed to a different date.

1. **Applications** are available at:
 - www.stpaul.gov/harrietisland
 - or by email harrietisland@ci.stpaul.mn.us
2. **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 prior to your rental, you will forfeit your rental fee.

Rental Rate You may rent the pavilion between the hours of 9:00 A.M. – 2:00 P.M (minimum of 3 hours)

Rental Rate
\$150.00/hour plus tax

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

Rental Information:

- Your layout will be set a day early for this additional set-up rental.
- We do not allow DJ equipment or alcohol to be brought in. These items should be brought in on your event day only.
- Rehearsals are not included in this rental. If you would like to run through your rehearsal, please plan on doing this after your rental time outside on the patio. Your rehearsal run through will not include access to inside the pavilion.
- The pavilion will be opened promptly at your rental start time and locked/armed promptly at the end of your rental. Please plan accordingly. We will not allow you to stay past your allotted permit time.
- Food may not be served during this rental time. This time should not be used as a rehearsal dinner/lunch.
- Public access to the restrooms will be maintained during this rental. Restroom décor and accessories should be placed on your event day.

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



2025 Application for Additional Set-up Rental

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 **2025** Date of Event _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Email Address _____

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

Estimated Attendance: _____

Time: _____

Describe the event:

Please check all items that will be brought on grounds during this rental:

- Tent/Canopy
 Stage/Flooring
 Ceiling Décor
 Decorations
 Lighting
 Large Equipment (lifts, ladders, etc.)



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 liability or 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: Harriet Island Wigington Pavilion 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:** _____