



LITTLE BEAR EAST

ARENA & COMMUNITY CENTER

275 Marquette Street, St. Ignace, MI 49781
 Phone (906) 643-6081
recreation@cityofstignace.com

Reservation Contract & Form

Please complete the reservation form and mail to: Little Bear East Arena, 275 Marquette Street, St. Ignace, MI 49781
 Or email to recreation@cityofstignace.com

FULL PAYMENT MUST BE PAID ONE WEEK IN ADVANCE. \$100 non-refundable deposit must be paid at the time of the reservation. Deposit will be applied to payment. I understand that the cleanup expected of me after my event includes removing all valuable items and cleaning up any excessive messes. *Reservations are not confirmed until this form is returned to the Little Bear East Manager. I have read and understand the reservation policy and guidelines.*

Signature of Person Completing Form

Date

Printed Name

MEETING INFORMATION

NAME OF EVENT

DAY OF EVENT <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY				DATE OF EVENT	
SETUP/ARRIVAL TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	MEETING TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	CLEAN-UP/DEPARTURE TIME <input type="checkbox"/> AM <input type="checkbox"/> PM			
MARQUEE REQUEST			ANTICIPATED ATTENDANCE		

CONTACT INFORMATION

CONTACT PERSON

HOME PHONE <i>(Include Area Code)</i>	CELL PHONE <i>(Include Area Code)</i>	FAX <i>(Include Area Code)</i>	
MAILING ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			

FOOD & ALCOHOL

WILL FOOD BE SERVED? YES NO

WILL FOOD BE CATERED? YES NO

CATERER'S NAME

CATERER'S PHONE *(Include Area Code)*

WILL ALCOHOL BE SERVED? YES NO

IF YES: CASH BAR OPEN BAR

IF ALCOHOL IS SERVED, PLEASE INQUIRE ABOUT REQUIREMENTS TO INCLUDE ONE-DAY EVENT INSURANCE.

BARTENDER'S NAME

Little Bear East Arena Reservation Form

FACILITY RATES & ROOMSET-UP

ROOM NAME	RATE	ROOM SIZE	OCCUPANCY	ROOM SET-UP*
<input type="checkbox"/> NORTH & SOUTH	\$300	4,300 square feet	300	<input type="checkbox"/> CLASSROOM <input type="checkbox"/> THEATRE <input type="checkbox"/> HOLLOW SQUARE <input type="checkbox"/> HEAD TABLE <input type="checkbox"/> U-SHAPE W/ AUDIENCE <input type="checkbox"/> CAFÉ STYLE <input type="checkbox"/> WEDDING STYLE <input type="checkbox"/> OTHER <input type="checkbox"/> I do not want the room pre-set Table #_____ Chair #_____ (See attached setup options for reference)
<input type="checkbox"/> NORTH & SOUTH (WEDDING, includes set up day before and break down day after)	\$700	4,300 Square feet	300	
<input type="checkbox"/> NORTH	\$175	2,250 square feet	120	
<input type="checkbox"/> SOUTH	\$175	2,250 square feet	180	
<input type="checkbox"/> USE OF KITCHEN	\$50			
<input type="checkbox"/> ARENA / ICE RINK	\$1200	25,000 square feet	1600	
<input type="checkbox"/> ENTIRE FACILITY	\$2000	29300 square feet	1900	
<input type="checkbox"/> PARKING LOT ONLY	\$500			
<input type="checkbox"/> EARLY SET UP	\$100			
<input type="checkbox"/> CLEAN UP	\$100			

***PLEASE NOTE:** If you would like the room pre-set for your event and will require set-up assistance there will be a set-up fee included in your invoice. **Please check a set-up style only if you would like the room pre-set. If you plan to set the room yourself, just let us know how many tables and chairs you will need. Thank you!**

Please note any additional staffing needs for your event below:

Room Set Up Charges:

- Table Set Up for 0-100 people: \$50
- Table Set Up for 101-200 people: \$75
- Table Set Up for 201-300 people: \$100
- Table Set Up for 301-500 people: \$150

MEETING ACCESSORIES

<input type="checkbox"/> PODIUM	\$5	<input type="checkbox"/> PROJECTOR	\$50
<input type="checkbox"/> MICROPHONE(S)	\$15/EACH	<input type="checkbox"/> LARGE A/V SCREEN	\$20

PIPE & DRAPE AND TABLE RENTAL *Pipe & Drape Available – \$3.00 per foot*

PIPE & DRAPE @ \$3.00/FT	#REQUESTED: _____ X \$3.00=	TOTAL PIPE & DRAPE: \$ _____
TABLE LINENS @ \$7.50 EACH	#REQUESTED: _____ X \$7.50=	TOTAL TABLE LINENS: \$ _____
TABLE SKIRTS @ \$7.50 EACH	#REQUESTED: _____ X \$7.50=	TOTAL TABLE SKIRTS: \$ _____
<i>Table linens require minimum of two weeks' notice. (If any are ruined \$30 fee ea. taken off cleaning deposit)</i>		TOTAL DRAPE & TABLE RENTAL: \$ _____

PRICING NEEDS

Non-Profits will be granted a 15% discount with their non-profit ID number.

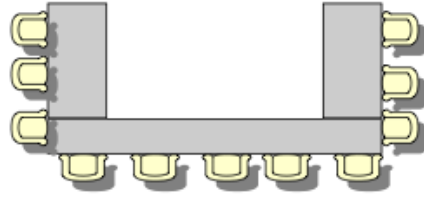
If you have cost concerns please contact our Recreation Director at 906-643-8676.

FOOD & BEVERAGE SERVICE

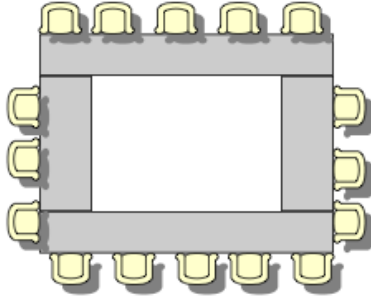
ITEM	RATE	QTY	ITEM	RATE	QTY	<u>Additional Information:</u>
<input type="checkbox"/> COFFEE (45 CUP URN)	\$40	_____	<input type="checkbox"/> MUFFINS	\$24/dozen	_____	_____
<input type="checkbox"/> COFFEE (100 CUP URN)	\$60	_____	<input type="checkbox"/> DOUGHNUTS	\$22/dozen	_____	_____
<input type="checkbox"/> WATER (BOTTLED)	\$15/case	_____	<input type="checkbox"/> COOKIES	\$18/dozen	_____	_____
<input type="checkbox"/> JUICE (BOTTLED)	\$30/case	_____	<input type="checkbox"/> PIZZA BUFFET	\$10.00/ person	_____	_____
<input type="checkbox"/> SODA (ASSORTED)	\$35/case	_____	<i>Enjoy a variety of salads, pizzas, breadsticks and cinnamon sticks.</i>			_____

Meeting Set-up Arrangements

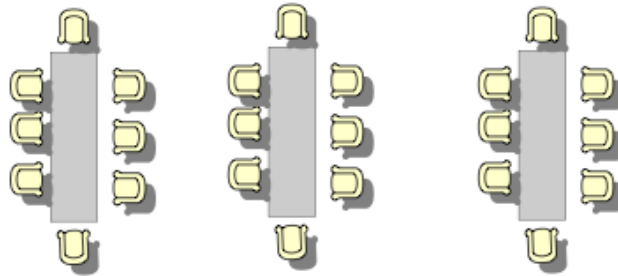
U Shaped Set-up



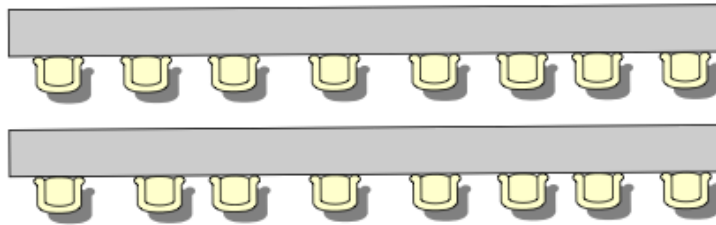
Hollow Square Set-up



Café Style Set-up



Class Room Style Set-up



Theatre or Audience Style Set-up





RENTAL SPACE GUIDELINES

We, at Little Bear East Arena & Community Center are pleased that you are using our facilities.

Please read and follow the guidelines below. If you have any questions, please contact

(906) 643-8676 or email us at recreation@cityofstignace.com

RESERVATIONS

- Reservations are accepted up to one year in advance. Alternate dates may be submitted with the reservation in order of preference.
- Reservations are not actually booked until a deposit of \$100 has been received. Please Note: This deposit is non-refundable if function is cancelled. Persons renting Little Bear East Arena & Community Center must be at least eighteen (18) years of age. **No reservation will be deemed complete, nor a date reserved, until the deposit is received and a confirmation email is sent to person booking the event.** This deposit will go towards the full payment.
- The use of the conference room shall be restricted to purposes which offer community benefits and family events. These will include banquets, product demonstrations, business meetings, training classes, seminars, wedding receptions, birthday celebrations, anniversary celebrations, wedding & baby showers, family reunions, class reunions and others deemed appropriate.
- Little Bear East Arena & Community Center shall not be used for unlawful activity or any activity, which may be disruptive, divisive, unlawful or demeaning to the community.

HOURS

- Facilities may be rented between the hours of 7:00 a.m. and 1:00 a.m. The time of use on the actual Rental Contract will be the only time renter(s) will be authorized to be in the facility. All hours must run consecutively. If the renter runs past the time requested, \$50 will be charged for every hour afterwards.
- Little Bear East Arena & Community Center staff will be here to open and close the facilities during your rental period.

SET-UP & CLEAN-UP

- **On the day of the event, a check for \$100 must be brought to Little Bear East Arena.** This is a cleaning deposit that will be returned if the room is left clean. This will be at the discretion of facility management. **Any linens that were ruined will come out of this deposit as well.**
- Clean-up must be done within the hours rented. The renter is responsible for this.
- Renter is responsible for the clean-up of the facility and kitchen (if used). All trash to include food must be placed in heavy-duty plastic garbage bags, secured tightly and disposed of in dumpster in rear of Community Center near the Fitness Center entrance.
- Little Bear East Arena & Community Center will not assume responsibility for items left after the rental time.
- Tables, tablecloths, linens and/or pipe and drape (if rented) must be protected from candle wax and/or any other damage. Do not in any way alter tablecloths, linens or pipe and drape.
- All equipment and furniture shall remain in the facility at all times with no exceptions.
- To protect parties involved, equipment and facilities will be inspected before and after each event.

BEHAVIOR / CONDUCT

- Children must be supervised at all times while you are in the facility.
- Alcoholic beverages are permitted with the rental; however, the renter must be at least twenty-one (21) years of age. Little Bear East Arena & Community Center **MUST** be notified if alcohol will be on the premises. **Special Event Insurance is required to be provided by the renter.**
- Fire codes shall be adhered to at all times; including, but not limited to, seating capacity, use of flammable materials (i.e., candles, buffet burners), etc.
- Smoking is prohibited in Little Bear East Arena & Community Center.
- The renter shall assume full responsibility for the character, acts and conduct of all persons admitted to said premises during the term of the rental contract. Renter shall comply with all laws, ordinances, rules and regulations of the State of Michigan, Mackinac County and City of St. Ignace. If a violation occurs and is not immediately corrected, Little Bear East Arena & Community Center will terminate the event and no refund will be permitted.
- The renter shall be liable for all damage to the facility and equipment and agrees, to indemnify and hold Little Bear East Arena & Community Center harmless from any claims and suits arising out of injury or death to any person or damage to property resulting from use of said facility. _____(INITIAL)
- Little Bear East Arena & Community Center reserves the right to refuse rental of the facility to any person, group or organization that has, in the past, violated any policies and procedures, rules and regulations or has shown a disregard for persons or property or who in the opinion of Little Bear East Arena & Community Center did not conduct themselves in a peaceable and appropriate manner.
- Should any rental rules be violated, the event may be ended with no refunds.

Reservations are not confirmed until the attached form is completed and returned to the Little Bear East Facility Management with a \$100 non-refundable deposit.

FULL PAYMENT MUST BE PAID 1 WEEK IN ADVANCE.

A cleanup deposit of \$100.00, payable by check ONLY, is added to the total rental cost. The check must be brought the day of rental.

Your deposit check will be returned after inspection of the facility shows cleanup was to our standards. If the facility was not cleaned to our standards, the check will be deposited and you will forfeit the deposit.

I have read and understand the Rental Guidelines for use of the facilities at Little Bear East Arena & Community Center and agree to fully comply.

Name of Renter

Signature of Renter

Phone Number

Date Contract Signed

Date of Event