



RENTAL SPACE GUIDELINES & SPECIAL EVENT CONTRACT

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 Scott Marshall at (906) 643-8676 or at LBE@cityofstignace.net

RESERVATIONS

- Reservations are accepted up to one year in advance.
- 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.***
- 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 8:00 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 30 minutes afterwards.
- Little Bear East Arena & Community Center staff will be here to open and close the facilities during your rental period. The renter is responsible for all event management to include cleaning bathrooms and garbage removal. Little Bear staff can be made available for your event for \$15 per hour.

SET-UP & CLEAN-UP

- Set-up and clean-up must be done within the hours rented. The renter is responsible for this unless they have contracted with Little Bear East Arena & Community Center to setup the facility. ***There will be an extra charge 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.**
- 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 Manager or Host with a \$100 non-refundable deposit.

FULL PAYMENT MUST BE PAID (30) DAYS IN ADVANCE.

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

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 understand that if I cancel my event **within 6 months** of the date of my event, I will lose my 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

Type/Name of Event

***** FOR OFFICE USE ONLY *****

Deposit Amount \$ _____

Amount Paid TODAY \$ _____

Cleanup Deposit \$ 100.00

Balance Due \$ _____

TOTAL Rental Amount \$ _____

Monies Received By/Date _____

EVENT INFORMATION

NAME OF EVENT _____

DAY OF EVENT MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

DATE OF EVENT _____

SETUP/ARRIVAL TIME

AM
 PM

EVENT TIME

AM
 PM

CLEANUP/DEPARTURE TIME

AM
 PM

MARQUEE REQUEST _____

Anticipated Attendance _____

CONTACT INFORMATION

CONTACT PERSON _____

HOME PHONE *(Include Area Code)* _____

CELL PHONE *(Include Area Code)* _____

FAX *(Include Area Code)* _____

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 _____

FACILITY RATES RENTAL PERIOD IS FROM 8AM – 1:30AM

ROOM NAME	RATE	ROOM SIZE	OCCUPANCY
<input type="checkbox"/> NORTH & SOUTH	\$600	<i>Includes Kitchen</i>	300
<input type="checkbox"/> NORTH & SOUTH <i>Combo Package*</i>	\$700	<i>Includes Kitchen</i>	300
<i>*Combo Package includes set-up day before AND clean-up day after.</i>			
<input type="checkbox"/> NORTH	\$350	2,050 square feet	120
<input type="checkbox"/> SOUTH	\$350	2,250 square feet	180
<input type="checkbox"/> ARENA/ICE RINK	\$1200	25,000 square feet	1600
<input type="checkbox"/> ENTIRE FACILITY	\$1500	29,300 square feet	1900
<input type="checkbox"/> USE OF KITCHEN	\$25		
<input type="checkbox"/> PARKING LOT ONLY RENTAL	\$300		
<input type="checkbox"/> SPECIAL EVENT VENDOR FEE	\$100		
<input type="checkbox"/> EARLY SETUP	\$100		
<input type="checkbox"/> CLEANUP	\$100		

Please inform caterers and other contracted services (Musicians, DJs, Photographers) that the room **will not be open or available prior to or after the rental period.**

If you would like access to the room prior to, or after your event for setup or cleanup, please indicate so at left; each additional day is \$100.

We cannot guarantee the room will be available for additional time as the room may already have been reserved by another party.

Reserve the room ONE day early for setup or ONE day after your event for cleanup. Each additional day is \$100.

LINEN 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: \$ _____

TOTAL PIPE & DRAPE: \$ _____

TOTAL LINEN RENTAL: \$ _____

Table linens require minimum of two weeks' notice.

TOTAL RENTAL COST (ROOM + TOTAL LINENS + Additional Setup/Cleanup)

\$ _____