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## 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 Tanya Johnston at (906) 643-8676 or at LBE@cityofstignace.net

### 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.**
- 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, \$25 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.

### 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

BARTENDER'S NAME

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

## 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<br>Combo Package*                 | \$700  | <i>Includes Kitchen</i> | 300       |
| <i>*Combo Package includes set-up day before AND clean-up day after.</i> |        |                         |           |
| <input type="checkbox"/> NORTH   | \$300  | 2,050 square feet       | 120       |
| <input type="checkbox"/> SOUTH   | \$300  | 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"/> 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. PLEASE INQUIRE ABOUT PRICING.

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: \$ \_\_\_\_\_

**Table linens require minimum of two weeks' notice.**

**TOTAL LINEN RENTAL: \$ \_\_\_\_\_**

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

**\$ \_\_\_\_\_**