

# Little Bear East Arena & Community Center

275 Marquette Street Saint Ignace, MI 49781

Phone: (906) 643-8676

Fax: (906) 643-6082

## Special Events Reservation Form

### Event Information:

Name of Event: \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Setup/Arrival Time: \_\_\_\_\_ am/pm Event Time: \_\_\_\_\_ Cleanup/Departure Time: \_\_\_\_\_

Marquee Request: \_\_\_\_\_

### Contact Information:

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

### Food & Alcohol

Will food be served? Y / N

Will food be catered? Y / N

Name of Caterer: \_\_\_\_\_ Caterer's Phone Number: \_\_\_\_\_

Will alcohol be served? Y / N If yes, please select: Cash Bar \_\_\_\_\_ or Give Away \_\_\_\_\_

*\*If alcohol will be served, please inquire for requirements\**

### Facility Requested and Daily Rates:

<input type="checkbox"/> North & South	\$500	*Includes Kitchen	300 person occupancy
<input type="checkbox"/> North Room	\$375	2,050 square feet	120 person occupancy
<input type="checkbox"/> South Room	\$375	2,250 square feet	180 person occupancy
<input type="checkbox"/> Arena/Ice Rink	\$1,200	25,000 square feet	1,600 person occupancy
<input type="checkbox"/> Entire Facility	\$1,500	29,300 square feet	1,900 person occupancy
<input type="checkbox"/> Use of Kitchen	\$25		

Reservations are not confirmed until this form is returned to the Little Bear East Facility Manager or Host with a \$100 non refundable deposit if cancelation occurs. I understand that the clean up expected of me after my event includes putting away the tables and chairs, disposing of all decorations (dumpster use provided), vacuuming all carpet (vacuum provided), and cleaning up any excessive messes; failure to do so or damages will also result in the loss of my \$100 deposit.

\_\_\_\_\_  
Signature of person completing form

\_\_\_\_\_  
Date