

# Little Bear East Arena & Community Center

275 Marquette Street Saint Ignace, MI 49781  
Phone: (906) 643-8676  
Fax: (906) 643-6082

## Meeting Information:

Name of Event: \_\_\_\_\_  
Day & Date of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_  
Setup/Arrival Time: \_\_\_\_\_ am/pm Meeting Time: \_\_\_\_\_ Cleanup/Departure Time: \_\_\_\_\_

- |   |       |                   |                      |
|---|-------|-------------------|----------------------|
| <input type="checkbox"/> North Room     | \$100 | 2,050 square feet | 120 person occupancy |
| <input type="checkbox"/> South Room     | \$100 | 2,250 square feet | 180 person occupancy |
| <input type="checkbox"/> North & South  | \$150 | 4,300 square feet | 300 person occupancy |
| <input type="checkbox"/> Use of Kitchen | \$25  |                   |                      |

## Contact Information:

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

## Billing Information: (If different than above):

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

## Room Set-Up Instructions:

\* There is a set up fee of \$.50/person for groups larger than thirty

### Choose Room Set-up:

- Classroom
- Hollow Square
- U-Shape w/ Audience
- Theatre
- Head Table

### Choose Meeting Accessories:

- Podium
- Microphone
- A/V Cart
- TV & VCR \$25.00
- Power Point Projector \$25.00
- A/V Screen \$15.00

## Linen Rental

**\$5.00 ea. Tablecloth and/or skirt** Number needed \_\_\_\_\_

## Food & Beverage Service:

- |  |             |                                    |               |
|--|-------------|------------------------------------|---------------|
| <input type="checkbox"/> Coffee 45 cup urn   | \$15.00     | <input type="checkbox"/> Muffins   | \$12.00/dozen |
| <input type="checkbox"/> Coffee 100 cup urn  | \$30.00     | <input type="checkbox"/> Doughnuts | \$12.00/dozen |
| <input type="checkbox"/> Bottled water   | \$1.00 each | <input type="checkbox"/> Cookies   | \$12.00/dozen |
| <input type="checkbox"/> Bottled juice   | \$1.00 each |                                    |               |
| <input type="checkbox"/> Assorted soda   | \$1.00 each |                                    |               |
| <input type="checkbox"/> Pizza Buffet: Enjoy a variety of salads, pizzas, breadsticks, and cinnamon sticks \$6.50/person |             |                                    |               |

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

**\*I understand that we are responsible for payment if cancellation is not within 2 weeks or 48 hours due to weather.**

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

\_\_\_\_\_  
Date