



# LITTLE BEAR EAST

## ARENA & COMMUNITY CENTER

275 Marquette Street, St. Ignace, MI 49781  
 Phone (906) 643-8676 • Fax (906) 643-6082  
 lbe@cityofstignace.net • littlebeararena.com

## Meeting Reservation Contract & Form

Please complete the reservation form and mail to: Little Bear East Arena, 275 Marquette Street, St. Ignace, MI 49781

**FULL PAYMENT MUST BE PAID 30 DAYS IN ADVANCE.** \$100 non-refundable deposit to hold a reservation. Deposit will be applied to payment. I understand that if I do not cancel my event *within TWO weeks* of the date of my event, I am still responsible for full 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 Facility Manager or Host.*

\_\_\_\_\_  
 Signature of Person Completing Form

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name

### MEETING INFORMATION

NAME OF EVENT

DAY OF EVENT  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY  SUNDAY

DATE OF EVENT

SET UP/ARRIVAL TIME

AM  
 PM

MEETING TIME

AM  
 PM

CLEAN-UP/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

### BILLING INFORMATION (If different than above)

CONTACT PERSON

HOME PHONE *(Include Area Code)*

CELL PHONE *(Include Area Code)*

FAX *(Include Area Code)*

MAILING ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS

**Reservation form continues on page two.**

# Little Bear East Arena Meeting Reservation Form

## FACILITY RATES & ROOM SET-UP

There is a set-up fee of \$0.50/person for groups larger than thirty.

ROOM NAME	RATE	ROOM SIZE	OCCUPANCY	ROOM SET-UP	
<input type="checkbox"/> NORTH & SOUTH	\$200	4,300 square feet	300	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> THEATRE
<input type="checkbox"/> NORTH	\$125	2,250 square feet	120	<input type="checkbox"/> HOLLOW SQUARE	<input type="checkbox"/> HEAD TABLE
<input type="checkbox"/> SOUTH	\$125	2,250 square feet	180	<input type="checkbox"/> U-SHAPE W/ AUDIENCE	<input type="checkbox"/> CAFÉ STYLE
<input type="checkbox"/> USE OF KITCHEN	\$25				

## MEETING ACCESSORIES

<input type="checkbox"/> PODIUM	\$5	<input type="checkbox"/> MICROPHONE	\$5	<input type="checkbox"/> A/V CART	N/A
<input type="checkbox"/> TV & DVD	\$25	<input type="checkbox"/> PROJECTOR (PowerPoint)	\$25	<input type="checkbox"/> LARGE A/V SCREEN	\$15

## PIPE & DRAPE AND 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: \$ _____
		<b>TOTAL LINEN RENTAL: \$ _____</b>

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

## FOOD & BEVERAGE SERVICE

ITEM	RATE	QTY	ITEM	RATE	QTY
<input type="checkbox"/> COFFEE <small>(45 CUP URN)</small>	\$30	_____	<input type="checkbox"/> MUFFINS	\$1.50/each	_____
<input type="checkbox"/> COFFEE <small>(100 CUP URN)</small>	\$50	_____	<input type="checkbox"/> DOUGHNUTS	\$1.75/each	_____
<input type="checkbox"/> WATER <small>(BOTTLED)</small>	\$1.50/each	_____	<input type="checkbox"/> COOKIES	\$1.50/each	_____
<input type="checkbox"/> JUICE <small>(BOTTLED)</small>	\$1.50/each	_____	<input type="checkbox"/> PIZZA BUFFET	\$9.00 / person	_____
<input type="checkbox"/> SODA <small>(ASSORTED)</small>	\$1.50/each	_____	<i>Enjoy a variety of salads, pizzas, breadsticks and cinnamon sticks.</i>		

CATERER'S NAME

CATERER'S PHONE *(Include Area Code)*

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## \*\*\* FOR OFFICE USE ONLY \*\*\*

RECEIVED  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY  SUNDAY

DATE

RECEIVED BY

PHONE CALL OR EMAIL TO CONTACT PERSON  YES  NO

DATE

RESPONSE

SCHEDULING CONFLICTS  YES  NO

IF YES, EXPLAIN

CONFIRMATION OF EVENT SENT  YES  NO

DATE