



2 Ice Circle  
Sault Ste Marie MI 49783  
Phone: 1-800-588-7465 or (906)-635-7465  
[www.BigBearArena.com](http://www.BigBearArena.com)  
[bookthebear@saulttribe.net](mailto:bookthebear@saulttribe.net)

## Request for Space Rental

Contact Name: \_\_\_\_\_

Type of Event: *Youth Hockey Practice*    *Youth Hockey Game*    *Adult Hockey Practice*    *Adult Hockey Game*  
*Figure Skating*    *Party / Celebration*    *Meeting / Training*    *Special Event*

Group Name (or Honoree): \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Special Requests: *Female Locker Room*    *Extra Nets*    *Other:* \_\_\_\_\_

### Mark Space Requested

<b>Ice Arena:</b>	OLY	NHL	<b>Dry Floor Arena</b> (summer only):	OLY	NHL
<b>Dry Floor:</b>	Bear Court	Cub Court	Hospitality Room		
	Aerobic Room	Parking Lot	Mezzanine		

### Date and Time

Example: Your group would like to use our facility on Mondays from 6-7pm\*  
\*September 30<sup>th</sup> through April 15<sup>th</sup>\*

#### 1st Choice

Day of Week \_\_\_\_\_ Time of Day \_\_\_\_\_

#### 2nd Choice

Day of Week \_\_\_\_\_ Time of Day \_\_\_\_\_

Duration of Event: \_\_\_\_\_ Hrs    Starting Date and Ending Date: \_\_\_\_\_ -- \_\_\_\_\_

Schedule Notes: \_\_\_\_\_

To establish an account at the facility, the first rental must be paid for and the rental agreement signed prior to the first scheduled date. Payment arrangements will be made with facility management for the remaining rentals according to established policy.

===== For Office Use Only =====

Date & Time Received \_\_\_\_\_ Arena Representative \_\_\_\_\_

Input into RecDesk    Date \_\_\_\_\_    Confirmation Sent    Date \_\_\_\_\_

Rental Agreement Signed    Date \_\_\_\_\_    Customer Information Updated    Date \_\_\_\_\_