



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:** *Figure Skating*    *Youth Hockey*    *Adult Hockey*    *Special Event*    *Party*    *Meeting*

**Group Name:** \_\_\_\_\_

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

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

**Phone:** \_\_\_\_\_ **Work 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 Aerobic Room	Cub Court Parking Lot	Hospitality Room 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 form and the rental agreement signed prior to the first scheduled date. Payment arrangement will be made with facility management for the remaining rentals according to established policy.

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

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

- |  |   |
|--|---|
| <input type="checkbox"/> Input Info to Scheduling Software    Date _____ | <input type="checkbox"/> Customer Schedule Sent    Date _____       |
| <input type="checkbox"/> Rental Agreement Signed    Date _____           | <input type="checkbox"/> Customer Information Updated    Date _____ |