



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	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 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 \_\_\_\_\_

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<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 _____