

# ***Polar Palace Arena Complex***

## ***Mezzanine Hall Rental***

*The Polar Palace Arena Complex is more than just ice...We offer a wonderful 4000+ square foot Mezzanine Hall with a multi-level dance floor and stage. Enjoy an evening like no other with many additional unique services available!*

### ***DIRECTIONS:***



### **POLAR PALACE ARENA COMPLEX**

3301 Davison Road  
Lapeer, MI 48446

Ph: (810) 245-7778  
Fax: (810) 667-3639  
[www.polarpalace.com](http://www.polarpalace.com)

***The Polar Palace Arena Complex is conveniently located on Davison Road between Lake Nepessing Road and M-24:***

*From I-69: Use the Lake Nepessing Road Exit # 153. Drive North on Lake Nepessing 1 mile to Davison Road. Turn right. We are located ¼ mile down on the right.*

*Or*

*From M-24: In Lapeer, take Genesee Street Westbound. Drive 2 miles. We are located on the Left (Genesee Street is the same as Davison Road).*

## SERVICES

### **Presentation Screen**

*Our Mezzanine Hall comes equipped with a large presentation screen, which can be used for business meetings or to add to a party/event. \$25 set-up/usage charge.*

*\*PowerPoint Presentations      \*Photo Montages      \*Movies      \*Games*

### **Disc Jockey Service**

*Looking for an evening filled with fun and excitement? Add our DJ services with State-of-the-Art Sound and lighting system for a private "club" of your own! Enjoy a wide selection of music from relaxing dinner music and slow dancing to country and "get down" music. DJ Service = \$400 (6 hours) each additional hour is \$75 per hour.*

### **Catering**

*For the casual party, we can provide catering services for a fun party with homemade pizza, hot dogs and other concession goodies for parties small and large. Morning meetings can be served with juice, coffee, muffins, and bagels for \$1.50 per person.*

*If you wish to Louie's Sports Tavern provide your catering services. The menu and options are attached (No food or drink from hall rentals is allowed outside of the Mezzanine Hall.)*

### **Linens**

*We can provide white or ivory linens for all of your tables. All tables will be set-up and linens will be draped. Table Linen Service: \$5.00 each (any size table)*

### **Decorating Services/Floral Services**

*It is the renter's responsibility to procure and pay for any of these services separately.*

## **POLICIES**

***The Polar Palace is a tobacco free facility.  
Smoking is permitted outside only.***

### **Setting Up for the Event**

*If you have purchased the hall for the entire day, you can begin set-up at 9 a.m. on the day of the event. Saturday events can be decorated on Friday evenings after 5 p.m. at no additional charge, if the hall is available. If desired, beginning at 5 p.m. the evening prior to an event, the hall can be rented by the hour for decorating purposes, a maximum 3 hour charge will be applied. The hall will be available to decorate until 12 a.m. (midnight). Rental period should include your set-up and tear-down time for events.*

### **Furnishings & Décor**

*All furnishings and décor the user brings in must be removed at the conclusion of the event. Candles are only permitted in glass votive bowls, no taper candles are allowed. Decorations cannot be attached to the painted walls by any means. Decorating materials must not deface any of the Polar Palace facilities. If damage occurs, the security deposit will be withheld to cover the damages. Damages over and above the security deposit will be charged to the renter.*

### **Entertainment**

*The Polar Palace Arena Complex reserves the right to control the volume of any entertainers booked by the client as well as our own DJ service, as other events may be taking place in the arena concurrently.*

### **Alcoholic Beverages**

*Alcoholic beverages will be sold at the cash bar in the mezzanine using a bartender from Louie's Sports Tavern and must remain in the Mezzanine Hall and cannot be brought into other areas of the Arena Complex.*

### **Insurance Coverage**

*The Polar Palace requires a copy of an a comprehensive general liability insurance policy listing Polar Palace Arena Complex as additional insured with limits not less than \$1 million for each occurrence, combined single limit, for all bodily injury or death and property damage including coverage for personal injury insurance protecting both you the renter and Polar Palace Arena Complex **(Simply call your current homeowners agent and ask them to fax us a copy listing us as additional insured with the above information).***

**Payment Policy**

To reserve a specific date, a security deposit is needed. This deposit will be non-refundable if the event is cancelled, but will be refunded following the event providing no damages have occurred. Full payment for the hall and any additional services requested in the signed agreement is required 30 days prior to the event date. The security deposit is the same as the hourly rate you are paying on the date of your event. For events of not more than 2 hours, the security deposit may be waived.

**Hall Cleaning/Janitorial Services**

During your event, a staff person will be available to provide janitorial services. The hall rental includes the clean-up of the hall; however, the renter is responsible for the clean-up of all decorations you have provided at the conclusion of the event.

**Closing Time**

The building closes promptly at 12 a.m. (midnight).

**HALL RENTAL RATES**

**Hall Rental**

The 4000+ square foot hall with multi-level dance floor and stage is available for any occasion from birthday parties and wedding receptions to business meetings and expos. The capacity for general events is 395 and the capacity for banquet seating is 225, although there is only a limited amount of tables and chairs provided.

<i>Monday – Thursday</i>	<i>\$50 per hour</i>	<i>\$200 entire day</i>
<i>Friday</i>	<i>\$50 per hour (before 5 p.m.) \$125 per hour (5 p.m. or later)</i>	<i>\$500 entire day</i>
<i>Saturday</i>	<i>\$125 per hour</i>	<i>\$500 entire day</i>
<i>Sunday</i>	<i>\$75 per hour</i>	<i>\$300 entire day</i>

*Rates Effective: April, 2010*

Note: Renting by the day begins at 9 a.m. and ends at 12 a.m. (midnight). Special arrangements can be made to rent our facility earlier than 9 a.m., additional charges may apply given the circumstances.

# AGREEMENT

This Hall rental agreement entered into on \_\_\_\_\_, \_\_\_\_\_ between the Polar Palace Arena Complex (hereinafter referred to as the Arena) and RENTER whose name, address, and telephone number is listed below:

Renter Name: \_\_\_\_\_ Ph. # \_\_\_\_\_

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Date(s) of Rental: \_\_\_\_\_

Time of Rental: \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_

Disc Jockey Service: \$ \_\_\_\_\_

Linen Service: \$ \_\_\_\_\_

(Final guest count 30 days prior to event to determine linen cost)  
(\$5.00 per table including banquet tables)

**Total Due: \_\_\_\_\_ (30 days prior to event)**

Security Deposit: \$ \_\_\_\_\_

(Security deposits will be refunded by mail following the event upon hall inspection)

*Renter is responsible to follow all of the Arena policies, rules, and regulations. Renter must use one of the approved caterers listed on the previous form for any events. Renters are responsible for obtaining insurance for this event as disclosed on the previous form. **A copy of the insurance and the Total Payment is due 30 days prior to event date.** Any questions regarding our hall rental can be directed to: Polar Palace Arena Complex, 3301 Davison Road, Lapeer, MI 48446 (810) 245-7778.*

\_\_\_\_\_  
*Signature of Renter*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Polar Palace Representative*

\_\_\_\_\_  
*Date*