Lakeview Arena Wedding

Planning Guide

Timeline and Checklist:

- □ Check for availability and book date: _____
- □ Sign paperwork and pay deposit at time of booking.
- □ Do a walk-through of the facility to help visualize your plans.
- □ Arrange needs of event—tables, chairs, electrical—we understand this is subject to change.
- □ Read and understand Alcohol Ordinance and Use FAQs.
- □ Secure certificate of liability insurance for event (submit no later than 30 days prior to event).
- □ Create and submit map of your floor plans four weeks prior to wedding.
- □ Make final payment on facility (a full payment is required 10 business days prior to event).
- □ Final decoration and set up

LAKEVIEW ARENA PACKAGE:

Cost: City of Marquette resident $950 plus $250 security deposit.

Non-City resident $1175 plus $250 security deposit.

Package Includes: tables and seating for your wedding, pipe and drape if desired.

Time: Covers event time, prior set-up, & take-down (events must conclude by midnight)

Equipment: Use and set-up of up to 50 eight-foot tables each with eight chairs. Head tables. Renters must supply their own table coverings and skirtings. Curtains hung from poles around arena circumference.

Staff: One community services staff member will be present to take care of trash.

Add-Ons: Additional table and seating rentals available for a maximum capacity of 500 people.

HELPFUL INFORMATION:

- The facility is set-up according to submitted floor plan.
- Hook located in center of arena ceiling for decorating purposes.
- We do not have a dance floor, but local vendors rent them. Most renters use concrete flooring as-is.
- One power strip is available for a band or DJ. Other outlets are located around arena circumference. Remember to bring power cords and extensions for your electrical needs.
- Kitchen space is available.
- Alcohol: Beer and wine only and cannot be sold without a MLCC liscense.
- Check out Lakeview Arena at www.marquettemi.gov for more information.

City of Marquette
Community Services • Lakeview Arena
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Phone (906) 228-0460
parks@marquettemi.gov

BOOK YOUR WEDDING AT THE:

Lakeview Arena

Olson Arena Package:

$950 plus $250 security deposit for City of Marquette residents.

$1175 plus $250 security deposit for Non-City residents.

Package includes:

Enough tables and seating for your wedding. Event time, prior set-up and take down. Use and set-up of up to 50, 8 foot tables each with 8 chairs. Head tables. Curtains hung around arena circumference. One community services staff member will be present to take care of trash. Maximum of 500 people.

Olsen Arena is available from April through mid September.
(Events must conclude by midnight)
Alcohol permits available for $60

Citizen's Forum Package:

$40 per hour plus $100 security deposit for City of Marquette residents.

$45 per hour plus $100 security deposit for Non-City residents.

Package includes:

Tables and chairs for 100 people. Use of kitchen: including refrigerator , sink, stove and prep space. Rental of staging, pipe and drape available. One community services staff member will be present to take care of trash.

Citizen's Forum is available yearround.
Alcohol permits available for $60