



Citizens Forum

Lakeview Arena

401 E Fair Ave Marquette, MI

RENTAL INFORMATION



The Citizens Forum room is suitable for meetings, classes, public receptions and private gatherings. With a capacity of one hundred and a spacious kitchen, booking parties find this space useful for many types of events.

Availability: The room is available for rent daily year-round from 8am-11pm. Please contact the City of Marquette Parks and Recreation Department at (906) 228-0460 for availability or view the schedule online at [Calendars | City of Marquette Parks and Recreation Online Services \(activecommunities.com\)](#). Bookings must be made via phone or in person at the Parks and Recreation office at Lakeview Arena. Bookings cannot be made online.

Rental Rates: \$40 per hour for City of Marquette residents
\$45 per hour for non-residents

Full payment is due at the time of booking. This includes hourly fees and refundable security deposit.

Security/Cleaning Deposit: \$100

This deposit will be returned after the rental if the venue is in the condition it was when you arrived. Deposit is refunded to the paying credit card or as a check to the booking party.

Alcohol Permit: \$50

This permit covers the duration of your event and can be purchased at the time of booking or added later. Please note, the sale of alcoholic beverages is strictly prohibited except by State license.

Fixtures/Amenities:

Tables and chairs for 100 people are included with your rental. Ten 8-foot folding tables and one hundred chairs are stacked near the wall. Users are responsible for their own set-up and take down. One large-screen TV is attached to the north wall with a computer for online or memory stick compatibility connected. WiFi from the Russell arena can usually be accessed in the Citizens Forum room. This room does not include a sound system.

A large kitchen is attached to the room including household stove and refrigerator with ample counter space. It is the renters responsibility to provide utensils, silverware, service ware and linens. The kitchen area must be cleaned by the conclusion of your rental. Standard 110 electric outlets are available around the perimeter of the room.

Parking: Ample parking is available at Lakeview Arena.

Other Information:

- Booking parties must include set up and take down time in rental hours.
- There is no smoking allowed in the building.
- Restrooms are located down the hall from the Citizens Forum in Lakeview arena.
- Events can be booked by the fiscal year October 1st- September 30th. Bookings for the upcoming year are accepted after October 1st.
- Booking party and guests must adhere to all City ordinances including noise ordinances.

Refund/Cancellation Policy: If a reservation is cancelled 10 days or more ahead of scheduled date, a full refund will be made less a \$20 cancellation fee. If a reservation is cancelled between 2 and 9 days ahead of scheduled date, a 50% refund will be made to the renter. If a reservation is cancelled within 24 hours of the scheduled date, there will be no refund.

City of Marquette Parks and Recreation Department (906) 228-0460 parks@marquettemi.gov