

Lakeview Arena Wedding

Planning Guide

Timeline and Checklist:

- Check for availability and book date: _____
- Sign paperwork and make a 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: Enough tables and seating for your wedding

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

Equipment: Use and set-up of up to 50, 8-foot tables each with 8 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 cement 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.
- Check out Lakeview Arena at www.marquettemi.gov for more information.

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