



THE MENARD

SPORTS & EVENTS CENTER

Facility Rental Request

Today's Date: _____

Organization: _____

Point of Contact: _____

Event Name: _____

Financially Responsible: _____

E-mail address: _____

Phone # _____

Address: _____

City: _____ Zip: _____

Purpose of Event: _____

Estimated Attendance: _____

Non-Profit YES NO

Repeat Event YES NO

	Event Date	Event Time	Arrival Time	Departure Time
1st Choice	_____	_____	_____	_____
2nd Choice	_____	_____	_____	_____
3rd Choice	_____	_____	_____	_____

Facility Areas Requesting: circle selections

Turf Arena Ice Arena Kitchen Parking Lot Track
Meeting Rm 1 Meeting Rm 2 Meeting Rm 3 All Meeting Rooms Other: _____
Pavilion Whole Facility

Alcohol YES NO **Food** YES NO **Music** YES NO **Auction:** YES NO
Raffle-Gaming YES NO **Vendors** YES NO **Entry Fee** YES NO

Other _____

Notes: _____

Client Signature: _____

Date: _____

Staff Initials _____

Date Received _____

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Event Areas

FACILITY RATES

Effective July 1, 2024

ICE ARENA		Rates
	Standard Ice Rate w/ locker rm (access 45-60 min before ice time)	\$ 285 per hour
	Paid Gate- Hourly w track usage (close batting cage & track)	\$ 350 per hour
	Tournament Hospitality Package- Mtg Rms # 1-2 (3+ day events only)	included in ice rate
	Tournament Hospitality Package- Track	\$ 300 per day
	Private Skate Event- 1 hr ice, 15 bobbies & full skate rental	\$ 450 per hour
MAIN ARENA (Event)		
	Special Event- (8am-midnight) Main Floor Only	\$ 3,200 per day
	Special Event- (8am-midnight) Whole Arena (Bleachers, Track, etc)	\$ 3,500 per day
	Special Event- Set-up Day or Breakdown Day	\$ 2,000 per day
	Special Event- Additional Set-up or Breakdown Time	\$ 200 per hour
	Cover or Un-Cover Ice Surface	\$ 1,000
	Main Arena Floor Rental- No Equipment	\$ 200 per hour
	Non-Profit Discount- Event Day Only	10% off event rate only
	Retract & Return Bleachers	\$ 200 per event
	* Special Event Rate includes available table and chairs	
MTA TURF ARENA		
	Turf Rate - (track usage not included)	\$ 170 per hour
	Seasonal Turf Rate May 1 thru Sept 30th	\$ 125 per hour
	Split Turf- Hourly rental (some restriction apply)	\$ 70
MTA TURF ARENA (EVENT)		
	Special Event- Event All Day (8am -12a)	\$ 3,000 per day
	Special Event- Set-up All Day (8am -10p)	\$ 2,000 per day
	Non-Profit Discount- Event All Day Only	10% off event rate only
	Special Event- Event Half Day (8 hours)	\$ 1,750
	Special Event- Set-up or Breakdown Time	\$ 170 per hour
	Overnight Lock-in (12hrs)	\$ 1,500 per event
	Privacy Curtain	\$ 75 per event
Whole Facility Exclusive Rental		
	Event Day- Arena, Turf, Mtg Rms, Mezz., & Kitchen Package	\$ 6,500 per day
	Set-up Day- Arena, Turf, Mtg Rms, Mezz., & Kitchen Package	\$ 3,000 per day
	Parking Lot Package- (used as event area) add on	\$ 500 per day
	Breakdown Day- Arena, Turf, Rms, Kitchen & Parking Lot Package	\$ 3,000 per day
	Non-Profit Discount- Event Day Only	10% off event rate only
	Cover Ice/Uncover Additional Add-on	\$ 1,000
PARKING LOT		
	5K Races, Walks, Bike Rodeo, Shuttle Site, etc.	\$ 400 per event
	Events- car show, demonstration	\$ 1,500 per day
	Events- Set-up	\$ 750 per day
	RV Dump Station- seasonal	\$ 12
	RV Parking per night- no amenities or power)	\$ 35
	RV Parking with electric per night (50 amp or 30 amp service)	\$ 65
	Partial Areas- Load-Unload Zone or Keyhole Lot	\$ 250 per day/sec

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Event Area- 2

FACILITY RATES

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Locker Rooms		
	Non- Ice Rental Storage	\$50 day/ room
TRACK		
	Team Use- Maximum 20 members (group training) 1 hour	\$ 50
	*Track reservations limited to maximum of 40 ttl ppl	
MEZZANINE		
	Event-Reserved	\$ 200 per day
PAVILION		
	Pavilion Rental- must provide own tables-chairs	\$ 20 per hour
MEETING ROOMS		
1 ROOM:	Hourly Rate includes tables & chairs	\$ 45 per hour
	Half Day (8 hours)	\$ 275
	All Day (14 hours: 8am - 10pm)	\$ 400
	Multiple Days- Flat Rate	\$ 325 per day
2 ROOMS	Hourly Rate includes tables & chairs	\$ 70 per hour
	Half Day (8 hours)	\$ 450
	All Day (14 hours: 8am - 10pm)	\$ 650
	Multiple Days- Flat Rate	\$ 500 per day
3 ROOMS	Hourly Rate includes tables & chairs	\$ 90 per hour
	Half Day (8 hours)	\$ 600
	All Day (14 hours: 8am - 10pm)	\$ 800
	Multiple Days- Flat Rate	\$ 675 per day
Miscellaneous	Hourly Rate includes tables & chairs	
	Charges start upon arrival and end at checkout	
	Re-configuration Rate Day	\$ 50 per hour
	Meeting Room Cleaning Fee	\$ 50 per hour
	Dedicated Internet Access- 1 outlet no router	\$ 35 per day
	Flag Set- US and Alaska	\$ 20
	Early or Extended Access	2x hr room rate per hour
COMMERCIAL KITCHEN		
	Full Day Rental (8am - 11pm)	\$ 600
	Kitchen Usage Rate	\$ 40 per hour
	Clean-up Fee- Per item if cleaned by staff	\$ 40 per item
	Clean-up Fee- Whole Kitchen if cleaned by staff	\$ 300
	Event Overnight Storage	\$ 40 per day
	Utensil & Supply Rack- all access	\$ 50 per event
	Steam Table or Cold Table or Beverage Bar	\$ 50
	Refrigerator or Freezer (24hr storage)	\$ 50

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HOURLY RATES		
Holiday Event- Staff Rate Hourly	Added to hourly rental rate	\$ 50 per hour
Holiday Event- Staff Rate Event Day	Additional Charge	\$ 450 per day
Scheduled: Early or Additional Access (before 8am-after 12a)		\$ 100 per hour
Un-Scheduled: Extended Stay past confirmed Rental Time		\$ 250 per hour
Reconfiguration rate (day of event) Minor		\$ 50 per hour
Reconfiguration rate (day of event) Major		\$ 200 per hour
AUDIO-VISUAL EQUIPMENT		Rate
Computer LapTop		\$ 75
Internet- Dedicated High Speed *must provide own router		\$ 100 per event
Microphone with Stand		\$ 10 each
Projector- portable		\$ 75
Projection System- Arena (2) Projectors and screens		\$ 250 per day
Projector Screen- Portable 10' x 14'		\$ 125
Projector Screen- Portable 8' x 8'		\$ 50
Sound System- Portable		\$ 150
Sound System- Microphone- Main Arena or Turf Arena		\$ 75
Sound System- Complete Connection to Arena System		\$ 250
ELECTRICAL		
Full Event- up to 5 spider boxes, power cords & bridges		\$ 350
Full Event- each additional day		\$ 150 per day
Direct Plug in Access Only		\$ 250 per day
Basic 2 spider box, & 1 power cord		\$ 175
Additional Spider box & power cords		\$ 75 each
Cord Bridges		\$ 5 each/day
Extension Cords or Power Strips-		\$ 5 each
EQUIPMENT		
Bounce House- Large (3 hr max)	\$ 100 add hour	\$ 300
Bounce House- Small (3 hr max)	\$ 35 add hour	\$ 150
Bounce House- Combo (3 hr max)		\$ 325
Coat Rack		\$ 10 each
Coffee, Tea or Water Service- 100 cup		\$ 50
Coffee, Tea or Water Service- 30 cup		\$ 30
Coffee Urn- 30 & 100 Cup (must supply own product)		\$ 15 each
Fire Extinguishers		\$ 10 each/day
Flag Set- US and Alaska		\$ 20
Forklift w/ Operator (per day only)		\$ 300
Manlift w/ Operator (per day only)		\$ 300
Parking Lot Safety Cones		\$ 5 per cone
Pipe & Drape Black 10' wide 12' Height (150' avail)		\$ 45
Podium		\$ 10
Refrigerator-Freezer- Located outside Kitchen		\$ 50
Sign Boards		\$ 10 each
Stage- Full, w stairs & skirting		\$ 400
Staging per section (4'x8')		\$ 40
Stanchions		\$ 8 each

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BATTING CAGE	ACTIVITY RATES	Rates
	Per hour per batter	\$ 10
	Team of 7 or less per hour (Does not include track usage)	\$ 35
BIRTHDAY PACKAGES- ICE		
	One Party Rm- (3 hours), 10 Skaters & Skates & 5 Bobbies *	\$ 225
	One Party Rm- (3 hours), 20 Skaters & Skates & 5 Bobbies*	\$ 300
	Add 1 additional skater with skates	\$ 6
	Add 1 Additional Room	\$ 30 per hour
	*skate during Public Skate Only	
BIRTHDAY PACKAGE- TURF		
	Turf 1 hour, One Party Rm- (3 hours) & Lg Bounce House	\$ 300
	Add Small Bounce House	\$ 50
	Add 1 Additional Room	\$ 30 per hour
	Add 1 Additional Hour of Turf	\$ 125
ICE ARENA		
	Public Skate- any skater	\$ 8
	Public Skate- Seniors- 65+/Military ID	\$ 5
	Families (up to 4 members)	\$ 25
	Additional Family members	\$ 5
	Bobby Rental	\$ 5
	Ice Skate Rental	\$ 5
	FreeStyle- Figure Skating	\$ 12
	FreeStyle- Punch Card 10 Admission	\$ 110
	Fieldtrip- Entry & Skates- during public skate max 20 ppl	\$ 8 per skater
	Hockey- Stick Time and "Shinny"	\$ 12
	Instruction-Coach: Freestyle or Hockey	\$ 10 per sess.
	Instruction-Coach: Freestyle or Hockey 10 Admission Punchcard	\$ 90
	Learn To Skate- 7 sessions with rental skates	\$ 105
	Learn To Skate- 8 sessions with rental skates	\$ 125
	Learn To Skate- One Drop In Class with rental skates	\$ 20
	Skate Sharpening- Same day if available	\$ 10
TRACK		
	Regular Users	\$ 5
	Regular Users- 20 Admission Punch Card	\$ 80
	Seniors- 65+/Military- Single use	\$ 4
	Seniors- 65+/Military- 20 Admission Punch Card	\$ 60
	Senior Walk Time- Monday thru Friday 7:30am - 9am	Free
	Person with Disabilities with 1 Caregiver (free)	\$ 4
	* subject to track closures, holidays or special events	
TURF-		
	Turf Time for Tots: Monday - Friday 11a - 1pm	\$ 4
	Turf Time- 10 admission punch card	\$ 35
	Turf Time for Tots Program - Open Sept. 3rd - May 23, 2025	
	Instruction-Coach: Turf Sports	\$ 10 per sess.
	Turf- Open (Usage starts on the hour & turf cleared inbetween next hr)	\$ 10 per hour
	* subject to turf closures, holidays or special events	
Facility Hours		
2025	May* Monday Thru Friday 7:30am - 8pm Sat & Sun- 8am - 3pm	
2025	June-July* Monday Thru Friday 8am - 4pm Sat & Sun. Closed	
2024-2025	August 14 thru April 30 Monday Thru Sunday 7:30am - 8pm	

* Open for events , rentals or reservations