

Lounge Regulations

THE BGSU ICE ARENA IS A SMOKE FREE FACILITY.

PROCEDURES FOR CHECK-IN & CHECK-OUT

The Skate Shop will issue a key to the facility at contracted time of rental in exchange for the customer's key. Full payment and alcohol cash deposit is required prior to granting access to the Lounge facility. The fireplace, if requested on contract, shall be lit by Ice Arena personnel only. At the conclusion of the event, the customer is responsible for general cleanup including: returning Lounge to its original configuration, wiping surfaces and placing trash in containers provided. Ice Arena staff will sweep the carpet and empty the trash. Please check out at the Skate Shop at the conclusion of your event and return the facility key.

ALCOHOL

Due to tax regulations, **ALCOHOL CAN BE SERVED, NOT SOLD! NO ALCOHOL IS PERMITTED OUTSIDE OF THE LOUNGE!** Bottles and kegs are restricted to the kitchen during your event and are to be removed or discarded before locking up. Cash deposit (less necessary damage deductions) may be picked up at the Ice Arena Business Office Monday through Friday 8:00 am – 5:00 pm.

KITCHEN

The customer must provide all serving dishes, tableware, linen, glasses, and other items to serve food. Preparation of food is not permitted in the kitchen. Warmers, a refrigerator and a freezer are available. Customers must provide their own ice. A microwave oven is available for reheating food.

DECORATIONS & FURNISHINGS

Decorations are limited to table tops and free standing items only. **NO STREAMERS SHALL BE HUNG FROM CEILINGS OR ITEMS TAPED OR STAPLED ON WALLS. NO CANDLES ARE ALLOWED.** A build-in stereo system (radio, and cassette tape player) is available. The customer must provide their own music. A microphone, lectern, 2 chalk boards, 2 large projector screens, and one small projector screen are available.

Room Colors: Red carpet w/gray, white, and black accents; gray/white wallpaper w/blue accent; white blinds.

Capacity – Moving reception/buffet: 150

Sit down dinner: 90

Tables/Chairs:

PRE-SET

One 9.5 ft cake & punch table
Five 54' round walnut finished table
One 36" round table
40 chairs

CLOSET

Five 5' round folding tables
Three 6' white tables
One 8' white table
Six 6' tan tables
One 8' tan table
Three 6' dark tan tables
104 chairs

The moving in of additional furniture is not permitted. **All furniture must be returned to its original position before leaving the facility. The customer shall provide labor for setup and takedown.** The air-conditioner may be adjusted by arena maintenance staff only. Please leave doors and windows closed.

NOTE: NO items can be left in the lounge when your event is over. The lounge will be completely cleaned out for the next event. The Ice Arena cannot be responsible for lost articles. **THE CUSTOMER WILL BE CHARGED FOR DAMAGE AND/OR FACILITY ABUSE!**