



**MENTOR
ICE ARENA**

INFO LINE: (440) 974-5730 www.mentoricearena.com
8600 Munson Rd, Mentor, OH 44060 [f](#) [t](#) /mentoricearena



Community Room Rentals



Rooms	Hourly Rate	Minimum # of hours	Security Deposit
Community Room Accommodates up to 160 guests	\$95 Resident/ \$120 Non-Resident	4 hours	\$400 No Alcohol \$800 with Alcohol
Woods Room Accommodates up to 100 guests	\$65 Resident/ \$85 Non-Resident	4 hours	\$400 No Alcohol \$800 with Alcohol
Room D Accommodates up to 50 guests	\$40 Resident/ \$50 Non-Resident	4 hours	\$400 No Alcohol \$800 with Alcohol

- All rentals must be done in person by appointment
- Contact the Arena Monday-Friday between 8:30-4:30PM to set up appointment
- All rentals must be paid in full at time of appointment
- The Arena does not put holds on rooms until payment is made
- Must bring proof of residency to receive Mentor rates
- All renters are responsible for set up and tear down of tables and chairs
- Set up and tear down are part of the hours rented
- Parking may be limited with activities happening on the ice and in other rooms

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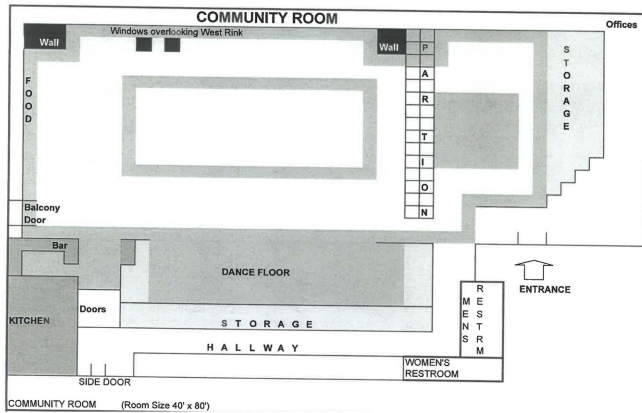


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Room information



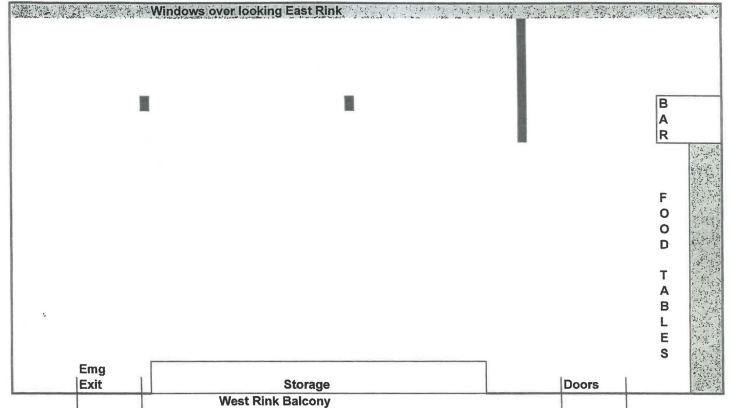
Community Room (40'x80')

- 160 person capacity
- Room has separate kitchen space with refrigerator, microwave, sink and private restrooms
- 24 count 8' rectangular tables
- 24 count 60" round tables
- 3 count 6' rectangular tables
- Chairs for 160 guests

Woods Room (36'x60')

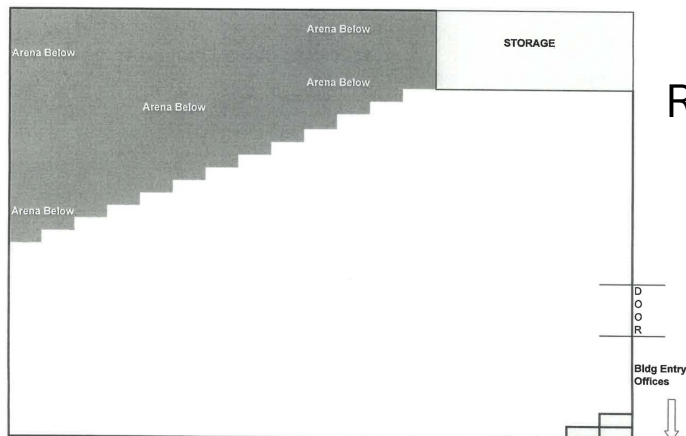
- 100 person capacity
- Room has refrigerator, microwave, and sink
- 17 count 6' rectangular tables
- 2 count 8' rectangular tables
- chairs for 100 guests

Woods Room



Room D

(Room Size 30'x 32')



Room D (30'x32')

- 50 person capacity
- 12 count 6' rectangular tables
- Chairs for 50 guests



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Alcohol information

- Rentals with alcohol will be charged a \$35 Alcohol Permit Fee.
- A \$800 security deposit is due at rental appointment along with alcohol permit fee and hourly room rate
- An off duty Mentor Police officer is required for all rentals serving alcohol at a rate of \$40/hr, \$55/hr holidays. Payable in cash directly to officer the day of rental
- Officer must be in building from the start of rental until the end
- Rentals with alcohol must be booked at least 45 days out
- Alcohol may not be sold during rental

Frequently Asked Questions

Can I add additional hours/ alcohol fees to my rental after initial booking?

Additional hours and the option to be able to serve alcohol at your rental can be done up to 45 days prior to your date booked. No hours can be added day of rental.

Who is responsible for set up and tear down? Are those hours included in my rental? Do we need to provide tables and chairs? What about decorations?

The renter is responsible for set up and take down of the rental. Hours rented include the time needed for set up and clean up. The Arena provides multiple tables and chairs for your use. Renter may not hang or attach signs to walls or woodwork. The use of tape, tacks, and glitter is prohibited.

How do I reserve a date?

To reserve a date you must book an appointment with an Arena Office Assistant. An appointment is needed in order to pay for your rental in full and sign the rental contract. You can call the Arena Monday - Friday between 8:30-4:30PM to make an appointment



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Frequently Asked Questions Continued

Caterer? Can we bring our own food?

We do not provide catering services. Our Community Room and Woods Room have a refrigerator and microwave. You may use Sternos to keep food warm. The Arena does not provide Sternos.

My Grandmother lives in Mentor. Can she rent the room for me?

Our rental contract is legally binding and strictly enforced. Any person signing our contract assumes all legal responsibility for the following:

- Scheduling the rental
- Paying for rental
- Interacting with staff and City of Mentor
- Scheduling a police officer; if applicable
- Guests and their behavior
- Set up and clean up of facility
- Paying for damages

I understand that I am responsible for cleaning up the facility after our function.

What exactly am I responsible for cleaning?

You are responsible for removing all trash from the building and placing it into the dumpsters. Tables and chairs need to be taken down and returned to their original location. Spills on floors must be cleaned and any other messes wiped down. All decorations and other items brought in by renter must be taken out.

The Arena downstairs is very loud. Can the noise be brought down?

Please understand that the Arena is unable to control or mitigate noise from other activities within the building. While we empathize with your concern, please be aware that there may be concurrent rentals and activities taking place which could contribute to the overall noise level.

Parking? With multiple activities taking place are we able to reserve parking spots?

The Arena is unable to accommodate parking reservations. Handicap parking is available near the lower entrance of the Arena, complete with an elevator providing access to the second level. Guests can also be dropped off near the upper level entrance.



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Room Rental Check List

- Set up and take down must be done in the hours that are rented.
- Renter is responsible for setting up and taking down tables and chairs.
- Changes to rented hours are not permitted within two weeks of scheduled reservation 45 days if rental is serving alcohol.
- Renters may not hang or attach decorations or signs on walls.
The use of tape, tacks, and glitter is prohibited.
- Facility must be clean at the end of the rental, including trash taken out.
- See rental contract for cancelation policies and refunds.
- All deliveries must be made during rented hours.
- For parties with alcohol, a police officer must be present from start of rental time to end. Officer to be paid \$40 an hour/ \$55 on holidays (day of rental) by renter (cash only).

Notes