

Room Rental Request Form (Weddings & Multi-Day Weekend Rentals) - The following rates are introductory prices and are subject to change without notice. A separate signed rental agreement and a minimum nonrefundable 25% deposit/retainer fee are **due by June 30, 2021** for weddings happening in 2021-2022 to hold this introductory offer. After 6/30/21, rates are subject to increase. Note, a minimum nonrefundable 25% deposit/retainer fee and signed rental agreement are required to reserve a date, regardless of when the event is to be held.

Employee Processing Request: _____

Date Request Received : _____

CONTACT INFORMATION

Name: _____

Phone: _____

Address: _____

Email: _____

EVENT INFORMATION

Guest(s) of Honor: _____

Event Date: _____

Event Type: _____

Event Time: _____

Guest (#): _____

Professionally Catered: Yes No

JAMESTOWN MATTRESS ARENA CLUB – SINGLE DAY RENTALS

Rental is for Friday through Sunday During the Following Times: Friday 2 PM – 9 PM | Saturday 8 AM – 11 PM | Sunday 8 AM – 11 AM

Jamestown Mattress Arena Club – Wedding Rental = **\$1,200.00**

Damage Deposit (Refundable) – Required for all wedding rentals..... = **\$200.00**

INCLUDED AMENITIES

- Two (2) Restrooms
- Tables and Chairs for up to 220* individuals, including setup.
 - Capacity is 220 table seating. Legal capacity is 250; includes event and catering staff.
- Catering Prep Kitchen access. For use by a licensed caterer only
- A Sound System including a microphone. Assisted listening devices are also available; collateral may be required.
- Complimentary Wi-Fi
- One (1) Stage
- One (1) onsite representative for the duration of the event
- Disposal of event waste. (Additional cleanup fees may apply due to unusual circumstances.)
- One (1) hour of rehearsal time during the week prior to Client(s) event. (Space availability/first-come, first-serve basis.) Reservation required.

** The Northwest Arena is in compliance with all New York State and Chautauqua County COVID-19 restrictions and guidelines. In accordance with the mandate restricting gathering sizes, at this time groups of up to 49 individuals are welcome to use the Jamestown Mattress Arena Club for business and private events of all sorts.*

ADD-ON AMENITIES **AV Equipment - \$15.00****ADDITIONAL INFORMATION**
