

Room Rental Request Form (Non-Wedding Events) - 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 events happening in 2021 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

Available: Monday – Sunday | Monday - Friday & Sunday: 8 AM to 9 PM | Saturday: 12 PM – 11 PM

- Jamestown Mattress Arena Club – Hourly**Qty (per hour): ____ @ **\$125.00** = \$ _____
- Jamestown Mattress Arena Club – Half Day - Up to four (4) hours** = **\$375.00**
- Jamestown Mattress Arena Club – Full Day – Five (5) or more hours**..... = **\$500.00**
- Damage Deposit (Refundable) – Required for all half day, full day, catered events, & whenever alcohol is served.....** = **\$100.00**

INCLUDED AMENITIES

- Two (2) Restrooms
- Tables and Chairs for up to 49* individuals, including setup.
 - Capacity is 220 table seating. Legal capacity is 250; includes event and catering staff. Current legal capacity as of 2/19/2021 is 49 individuals.
- 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) onsite representative for the duration of the event
- Disposal of event waste. (Additional cleanup fees may apply due to unusual circumstances.)

** 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

- Stage - \$100.00** **AV Equipment - \$15.00**

ATRIUM BOARDROOM AND ROOFTOP PATIO

Available: Monday – Sunday | Monday - Friday & Sunday 8 AM to 9 PM | Saturday 8 AM – 11 PM

- Atrium Boardroom and Rooftop Patio – Hourly**Qty (per hour): ____ @ **\$100.00** = \$_____
- Damage Deposit (Refundable)** – Required for all catered events and when alcohol is served..... = **\$100.00**

INCLUDED AMENITIES

- Two (2) Restrooms
- Tables and Chairs for up to 37* individuals, including setup.
- Catering Prep Kitchen access. For use by a licensed caterer only
- In-room kitchenette
- Conference seating or tables and chairs, including setup, for up to XX*
- Complimentary Wi-Fi
- Patio access
- One (1) onsite representative for the duration of your event.

**The final legal occupancy of the room is yet to be determined. Per square footage and points of egress, it will be 75. The number above represents half of that number in accordance with the New York State mandate restricting gathering sizes.*

ADD-ON AMENITIES

- AV Equipment - \$15.00**

ADDITIONAL INFORMATION
