

# WELCOME TO THE SARANAC LAKE CIVIC CENTER



Modernized 38,000sf facility  
with 15,000 square feet of  
continuous open floor space

Rentable space for small  
parties to large expos  
(capacity: up to 2,000!)

Explore some of the new features of the  
ADA Compliant, not-for-profit Civic Center

## DOWNSTAIRS

- Expansive lobby
- 6 Locker Rooms
- Bathrooms
- Conference Room
- Elevator lift for accessibility
- Pro Shop area
- Commercial Kitchen
- Upgraded Snack Bar Area

## UPSTAIRS

- Dedicated accessibility viewing on  
north / south sides of the rink
- Expansive bleacher area
- Bathrooms
- Community Room with dual  
overview of lobby and rink

## EVENT EXPERIENCE

Host for year-round small and large-scale events

Experienced venue management team able to work with event staff large and small

Established operational framework (conference style rentable tables/chairs, etc)



Hockey



Curling



Skating



Events

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## Specifications

### RINK

- 1st floor open area
- 15,000 square feet of open space
- Configurable for events, trade shows, banquets, etc.

### COMMUNITY ROOM

- 2nd floor
- Overlooks the rink and lobby
- Great for receptions, meetings, etc
- Occupancy: 98

### KITCHEN

- Open window to lobby
- Private interior lockable entry
- Double sinks
- Grill, convection oven, stove
- Dishwasher
- Multiple preparation tables
- Board of Health Permit required for use

### OTHER SPACES

- 6 large locker rooms each w/private bathroom
- Dedicated suite for refs/officials
- Suite of empty office spaces on second level that can be customized for event needs

### LOBBY

- 1st floor open area at entrance
- Large windows, overlooks rink, conversational area with sofas
- Occupancy: 140

### BOARD ROOM

- 1st floor enclosed space
- Tables / chairs
- Great for break out areas/meetings
- Occupancy: 32

### CAPABILITIES

- Private ice time for skating, curling games or hockey set-up
- Large parking area (overflow available)
- ADA compliant elevator/lift
- Rentable components: stage, pipe/drape, tables, chairs, etc
- Set-up / break-down assistance
- Promotional partnership
- Sound system
- Display system for customized messaging
- Scissor lift
- Tech enabled board room with AV / monitor and phone system

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## Unique on-site Events during the Ice Season

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### **Learn to Curl Event**

1-2 hour learn to curl event in partnership with an instructor for up to 50 people

### **Private Ice Skating**

Private ice skating session for up to 100 people  
Figure skate rentals at \$5/per person

### **Private hockey game**

Private hockey session (with goals set up and access to scoreboard) for up to 40 people  
Hockey skate rentals  
Stick/puck rentals may be available

### **Hockey instruction**

Private hockey instruction to learn the basics of hockey for up to 40 people  
Hockey skate rentals

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## Interested in an Event at the Civic Center?

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### Things to Know

- **Not all events are the same** - we will consult with you on your event, provide an estimate and nail down a date together.
- Upon reservation, the Saranac Lake Civic Center will provide an event contract outlining facility operation, decoration guidelines, safety/security, etc.
- **A 50% deposit** of the total will be required at contract signing in order to secure the requested date(s). The remaining 50% balance (or final payment) along with any additions/revision payment will be due 30 days prior to the event.
- **Final payment** must be paid by due date or a 10% late charge or (\$25.00 maximum) will be administered. A twenty-five dollar (\$25) fee will be charged for all returned checks.
- **Convenience Fee for Debit/Credit Card payments** - debit/credit card payments are accepted with a convenience fee of 3.75% added for processing.
- **All events booked within 30 days of the event date will require (100%) full payment** (money orders/cash, certified checks, or Credit/Debit cards) at the time of the booking in order to secure the requested date(s) and is non-refundable.