



Town of Woodstock
AYR Motor Centre
Arena Application

ORGANIZATION NAME :				
<u>Main Contact</u>		<u>Treasurer / Scheduler Contact</u>		
Name:		Name:		
Position :		Position :		
Address:		Address:		
City:		City:		
Postal Code:		Postal Code:		
Phone:		Phone:		
Email:		Email:		
ACTIVITY <i>(Please check one)</i>	<input type="checkbox"/> Hockey <input type="checkbox"/> Figure Skating <input type="checkbox"/> Skate Party	<input type="checkbox"/> Trade Show <input type="checkbox"/> Animal Exhibition <input type="checkbox"/> Concert	<input type="checkbox"/> Other :	
PARTICIPANTS <i>(Please check one)</i>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Co-Ed	<input type="checkbox"/> Youth (under 12) <input type="checkbox"/> Teens (13-19) <input type="checkbox"/> Adult (over 19)		
Participant numbers	_____ approximate number of total players			
Type of Request	<input type="checkbox"/> One Time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Tournament	
ARENA REQUEST				
Level/Group	Day	Dates (from-to)	Time (from-to)	# weeks
___ # of Dressing Rooms required per rental ___ # Nets required per rental		Require Access to Timekeeper box ___ Yes ___ No Require Microphone ___ Yes ___ No <i>*Sign out at reception*</i> Require Heat ___ Yes ___ No Sections: _____		
MISC				
As of September 1st, 2016, CSA Approved Helmets are Mandatory for Everyone.				
Users must vacate the facility 30 minutes after the rental time finishes. Showers included.				



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Application Form

1. Each user group will designate one person to be listed as the group's contact. A full mailing address, phone number(s) and email are required for this contact. All information requested is to be provided. Failure to comply will result in scheduling delays. Please indicate the type of activity, the number of participants and their age range.
2. Indicate the first and last dates the activity will be held. Do not use September 1st to June 30th. Please ensure that each date is listed and is consistent with the day of the week. If a booking involves one day each month use specific dates not "third Saturday of each month". Please be aware that arena rental is limited. The AMC will endeavour to accommodate all users where possible.
3. **Applications must be renewed each year.** The deadline for school year submission is August 1st. New requests and/or additions must allow five (5) business days for processing. Existing bookings or regular users must allow five (5) business days for processing any amendments by email: charlotte.bernard@town.woodstock.nb.ca
4. Facility rental applications are complete when a user is scheduled into the booking system and a rental confirmation is emailed.

Payment

1. **One-time arena rentals will not be booked until payment has been received.** AMC Admin Staff will contact applicants to notify that the application has been received and how payment can be made. Until payment is received the rental time is open to the public.
2. League and/or recurring bookings must be paid according to the payment schedule on the Rental Contract. 25% deposit payment for the first booking of the season must be made two weeks before the booking begins. Failure to comply with payment schedule will result in loss of ice time.

Cancellations

1. Users must provide the AMC Admin Staff with a minimum of seven (7) business days' notice to cancel a weekend event and a minimum of five (5) business days' notice to cancel a weekday event. Users must email charlotte.bernard@town.woodstock.nb.ca
2. Continued requests for cancellation of recurring block times may result in loss of time to another rental group.

Tournament Bookings

1. Organizers must submit any tournament schedules a minimum of fourteen (14) business days prior to the event to ensure that proper staffing and cleaning services can be put in place.
2. Schedules for tournaments must include sufficient buffer times to allow for the completion of all games and must include time for injuries, over time and transition between games.
3. The AMC Facility Manager reserves the right to end an event at the designated time, even if all games are not complete.
4. Warm up must be included in rental times. Users will be permitted to enter the facility 1 Hour prior to rental time in order to change; access to the ice will not be permitted until the rental time begins.

Unacceptable Facility Use

In the event that rules are not followed three warnings will be levied:

1. A phone call with a follow up e-mail/letter.
2. Loss of rental for two (2) consecutive weeks.
3. A letter from the AYR Motor Centre Facility Manager confirming immediate and permanent loss of ice rental.

Please report all problems or concerns to AYR Motor Centre Reception Desk (506)325-4671

I declare that I have read, understood & agree to the contents of this rental agreement in its entirety

Signature: _____ Date : _____

105 Connell Park Road, Woodstock, NB E7M 1M5 | (506) 325-4671
ayrmotorcentre@town.woodstock.nb.ca | www.town.woodstock.nb.ca

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