

Town of Woodstock
AYR Motor Centre
Rotary Room Rental APPLICATION

Renter Information

Renter Name:			
Mailing Address:			
Postal Code:			
Phone #:		Email Address:	

Event Information

Date(s) of Event:		Number of People:	
Event Start Time:		Event Finish Time:	
Do you require the bar to be open? <u>Yes</u> or <u>No</u>			
Bar Open Time: _____ Bar Close Time: _____ 1 am is the latest			
Will you require wine at each table? <u>Yes</u> or <u>No</u>		Kind of Wine requested:	
*Minimum Cost of wine is \$20.00 for 750 ML		Number of Bottles:	
Do you require Secure Wifi? <u>Yes</u> or <u>No</u>			

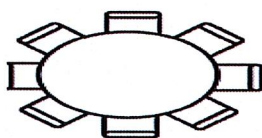
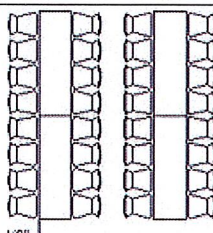
Other Items (Please circle the items you will need)

Projector	Screen	Microphone	Sound System	Television	DVD	Podium
Flip Chart & Paper	Protected Wi Fi	Stage	Size: _____ (each piece 8 ft x 4 ft x 2 ft high)			

Room Requested (Please Circle)

Woodstock Rotary Studio 2- only	Woodstock Rotary Room-Combined	Kitchen	Bar
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Floor Plan

Please Circle the template layout you would like:	
 Rounds	 Banquet Style
*Other layout please discuss with events coordinator	

Catering (if applicable)

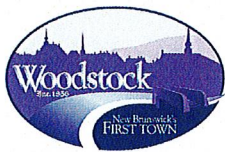
*Catering is the responsible of the renter.

Contact Name:	
Phone :	
Email:	

Decorator (if applicable)

*Decorating is the responsible of the renter.

Contact Name:	
Phone :	
Email:	



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Entertainment (if applicable)

**Entertainment is the responsible of the renter.*

Contact Name:	
Phone :	
Email:	

Decorators

- ☐ All decor items must be removed from tables, & chairs at the end of the event.
- ☐ The AMC is not responsible for any damages or losses to any items that are not immediately picked up.
- ☐ The ceiling, walls and centre must be left in the exact condition as it was found before any decor was attached. Any wire, twine, clips or other instruments that were placed on the ceiling must be removed and all ceiling tiles must be put back in place if they were moved.

Caters

- ☐ Caterers are responsible to sign out keys to cabinet with supplies, return all items, report any items broken & have checked with AMC staff. Any items not accounted for will be **charged to renter**.
- ☐ Caterers are responsible for all food preparation; catering materials brought into the AMC, all clean up during & after the event, and breakdown immediately following the event. All catering supplies and equipment must be removed from the premises immediately following the event.
- ☐ The AMC is not responsible for loss of catering supplies, equipment, or any other property, which is under the care and control of the caterer.
- ☐ All trash is to be removed from the kitchen immediately following the event.

Bar Services

- ☐ If giving complimentary tickets for bar services, a gratuity of 20% will be added to bar bill.
- ☐ Any additional products request MUST be made 14 days in advance of event.
- ☐ All Alcohol being served MUST be purchased through the AYR Motor Centre liquor License

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

Signature: _____ Date : _____

Bookings are not completed until confirmed by AYR Motor Centre & a non-refundable deposit of 25% is received. All Rooms are to be booked 30 days in advance with completed form.

*** ANY CHANGES TO ROOM RENTAL SET UPS MUST BE RECEIVED 48 HRS in advance of Booking**

Room Specs

Located on the bottom floor of the AYR Moto Centre, with access from lower parking lot, Studio Rooms are adjacent to the arena. The kitchen is located beside Studio 2. There are bar services available when renting this room. This room is ideal for Wedding Receptions, Dances & Dinners.			
	Max People	Room Size	
Woodstock Rotary Studio 2	160	2,774 square ft 50.3 ft wide x 57.3 ft length Ceiling height 8.9 ft	
Woodstock Rotary Room	250	4,137 square ft 78.4 ft wide x 57.3 ft length Ceiling height 8.9 ft	
Room Rate	HR	Up to 4 HRS	Full Day
Woodstock Rotary Room Studio 2 <i>Holds 160 people table & chairs</i>	\$39.00	\$140.00	\$196.00
Woodstock Rotary Room <i>Holds 250 people table & chairs</i>	\$51.00	\$219.00	\$339.00
Kitchen	\$114.00 Daily + \$34 Deposit Cleaning		Bar Fee \$11.70/HR for each bartender
EXTRA FEES	Stage \$21.00 per piece (8x4x2)	Secure Wifi- \$25.00	Projector & Screen - \$50.00
	Sound System-\$25.00	Television- \$25.00	