



Renter Information

Contact Person:				
Organization <i>(if Applicable)</i>				
Organization Type <i>(select one)</i>	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Business	<input type="checkbox"/> Government	<input type="checkbox"/> Private
Mailing Address: <i>Includes Postal Code</i>				
Phone #:		Fax #:		
Email Address:				

Event Information

Event Name:			
Date(s) of Event:		Number of People:	
Event Start Time:		Event Finish Time:	
<i>Do you require use of the Kitchen Downstairs? ___ Yes or ___ No</i>			
<i>Do you require a bar to be open? ___ Yes or ___ No Bar</i>			
<i>Open Time: _____ Bar Close Time: _____ 1 am is the latest</i>			

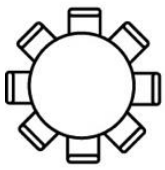
OTHER ITEMS: *(Please circle the items you will need)*

Projector	Screen	Microphone	Sound System	Television	DVD	Podium
Flip Chart & Paper	Secure Wi-Fi	Stage	Size: _____ <i>(each piece 8 ft x 4 ft x2 ft high)</i>			

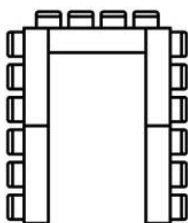
Floor Plan

Please Circle the template layout you would like:

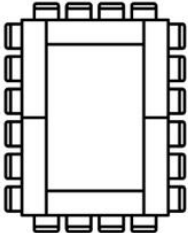
Typical Room Set Up Requests



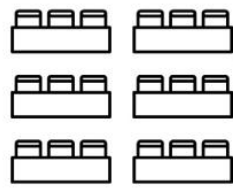
Rounds



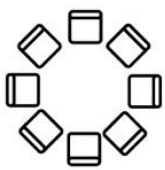
U Shape Cabinet



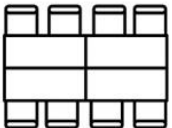
Cabinet



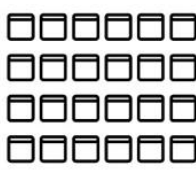
Classroom



Chairs in a Circle



Banked Cabinet



Auditorium

***Other layout please discuss with events coordinator**



Town of Woodstock
AYR Motor Centre
 Gallery Room Rental APPLICATION

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:	

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	People	Specifications	
Gallery	160	3,021 square ft 32.4 ft wide x 93.7 ft length Ceiling height 11.1 ft	
Room Rate	HR	Up to 4 HRS	Full Day
Gallery	\$37.00	\$134.00	\$188.00
Kitchen	\$108.00 Daily + \$32 Deposit Cleaning	Bar Fee	\$11.50/HR for each bartender
EXTRA FEES	Stage \$19.00 per piece (8x4x2)	Secure Wifi- \$25.00	Projector & Screen - \$35.00
	Sound System-\$25.00	Television- \$25.00	