



Town of Woodstock
AYR Motor Centre
FIELD HOUSE SPECIAL EVENT RENTAL

CONTACT INFORMATION	BILLING INFORMATION
Name:	Name:
Address:	Address:
City:	City:
Postal Code:	Postal Code:
Phone:	Phone:
Email:	Email:

ORGANIZATION			
Full Name of Organization			
Date Requested :			
ACTIVITY		Participant numbers	

REQUEST				
Facilities	Date FROM	Time FROM	Date TO	Time TO
Court 1				
Court 2				
Court 3				
Gallery Room				
Sam's Room				
Kitchen				
Portable Kitchen				
Bar Services				
Fitness Centre Washrooms				
Walking Track-Closure				
Stage	Yes	No	Stage Size requested <u> X </u> each piece (4' x 8 x 2' high)-have 44 pieces	
Television	Yes	No	# of TVs requested _____ (3 LG available)	
Secure Wi-Fi Access	Yes	No	Password protected	
Electrical Panel	Yes	No		
Coat Racks	Yes	No	# of Coat Racks requested _____ (4 available)	
Round Tables	Yes	No	# of 5 ft round tables requested _____ (60 available)	
Rectangle Tables	Yes	No	# of 8 ft round tables requested _____ (60 available)	
Chairs	Yes	No	# of gray folding requested _____ (500 available)	
OTHER :				

Name of Cater :	Contact # :		
Move in Date & Time		Move out Date & Time	
Name of Entertainer :	Contact #:		
Move in Date & Time		Move out Date & Time	
Name of Decorator :	Contact #:		
Move in Date & Time		Move out Date & Time	



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RENTAL Agreement

Application Form

- 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.
- Indicate the dates the activity will be held. Please ensure that the correct date & time in & out are listed. Please be aware that court rental is limited.
- Special Events are to be booked 60 days in advance & a 25% deposit must accompany application form.**

Decorators

- All decor items must be removed from tables, stage & tarped area at the end of the event.
- The AYR Motor Centre is not responsible for any damages or losses to any items that are not immediately picked up.
- All ceiling decor set up timing must be pre-arranged with AYR Motor Centre. *Ceiling height is 51'*
- All ceiling decor must be taken down by 8 am the next morning after event.
- Scissor lifts operators are NOT the responsibility of the AYR Motor Centre, however a licensed operator must be provided by the decorator. *Lift to be provided by decorator/renter with all the proper safety equipment & certifications.*
- 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.
- No open flame is permitted, candles are to be battery operated.

Caters

- Caterers are responsible for own dishes, cutlery & linens.**
- Caterers are responsible for all food preparation; catering materials brought into the AMC, all clean up during and 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 property immediately following the event.
- Please be sure to check that none of AMC equipment goes home with you.

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.

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

Signature: _____ Date :: _____