



Town of Woodstock
AYR Motor Centre
 Wedding-Room Rental APPLICATION

Renter Information

Couples Names:			
Mailing Address:			
Postal Code:			
Phone #:		Email Address	

Event Information

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

Room Requested (Please Circle)

Woodstock Rotary Studio 2- only	Woodstock Rotary Room-Combined	Kitchen
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Other Items: (Please circle the items you will need)

Flip Chart & Paper	Secure Wi Fi	Stage	Size: _____ (each piece 8 ft x 4 ft x 2 ft high)
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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 Motor 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

Wedding Rate	\$615.00 <i>(includes half day before (12 pm), reception day & half day after (out by 12 pm)</i>		
	<i>Kitchen is included in rental, Includes TV, Podium, Sound System</i>		
Bar Fee	\$11.50/HR for each bartender		
EXTRA FEES	Stage \$19.00 per piece (8x4x2)	Secure Wifi- \$25.00	Projector & Screen - \$35.00