

# First Canadian Place Gallery

Rental Booking Form 2016

Company: \_\_\_\_\_  
Contact Person & Title: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail Contact: \_\_\_\_\_ HST # \_\_\_\_\_

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Rental Date(s): \_\_\_\_\_  
Gallery Access Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_  
Event Starting Time: \_\_\_\_\_

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Privatized (blinds):  Yes  No

Description and purpose of event must be provided in detail for confirmation:

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Caterer's Name & Phone # (if applicable): \_\_\_\_\_

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Skirted 8' Banquet table (max. 4)	60 Inch Round (max. 6)
<input type="checkbox"/> LCD Screen (recommended 100 per +) (\$25)	<input type="checkbox"/> Audio Recording of Session (\$25)
<input type="checkbox"/> Widescreen Presentation Projector	<input type="checkbox"/> Video Recording of Session (\$50)
<input type="checkbox"/> PC Laptop	<input type="checkbox"/> Hand-Held Microphone (\$10)
<input type="checkbox"/> Podium with Microphone (\$50)	<input type="checkbox"/> Lapel Microphone (\$10)
<input type="checkbox"/> Polycom Tele-Conference Phone (\$10)	<input type="checkbox"/> Coat Rack
<input type="checkbox"/> Wireless Internet	<input type="checkbox"/> Registration table at entrance

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# of chairs needed (max 120)  Web Streaming (Must be pre-arranged)



Brookfield