

## Rental Booking Request Form 2023

Varley Art Gallery of Markham  
216 Main Street Unionville, Markham, ON L3R 2H1

### General Information

Contact Name		
Name of Organization or Group (if applicable)		
Address		
Phone	Home: (    )	Business: (    )
E-mail		

### Dates Requested

1 <sup>st</sup> Choice:	
2 <sup>nd</sup> Choice:	
3 <sup>rd</sup> Choice:	

### Rental Information

Room(s) Requested		
Time Required	Set-up:	
	Event Time:	
	Clean-up:	
Type of Function		
# of Guests Expected		
Furniture Required	<b>Type of Furniture</b>	<b>Quantity</b>
	<input type="radio"/> 6ft rectangular table (14)	
	<input type="radio"/> 5ft round table (7)	
	<input type="radio"/> 3ft square table (2)	
	<input type="radio"/> 2ft card table (2)	
	<input type="radio"/> White folding chairs (100)	

	<ul style="list-style-type: none"> <li>○ High Top Cocktail Tables (6) - additional cost</li> </ul>	
	<ul style="list-style-type: none"> <li>○ 4ft round table - additional cost</li> </ul>	
<p>All other items required are the clients responsibility</p>		
<p><b>AV Equipment Required</b></p>	<ul style="list-style-type: none"> <li>○ Standard Portable Screen</li> <li>○ Sound System</li> <li>○ Microphone with Stand (2)</li> <li>○ Podium</li> </ul>	
<p><b>Decor Details (if applicable)</b> Restrictions apply – including no open flames or helium balloons</p>		
<p><b>Planned Event Activities (if applicable)</b></p>		
<p><b>Catering Details</b> Restrictions apply</p>		
<p><b>Alcohol To be Served</b></p>	<ul style="list-style-type: none"> <li>○ Yes</li> <li>○ No</li> </ul>	
<p><b>Other Rental Details</b></p>		

**RETURN TO:** Doriana Cabeceiras  
Gallery Administrator  
[dcabeceiras@markham.ca](mailto:dcabeceiras@markham.ca)