

Rental Booking Request Form 2025

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 st Choice:	
2 nd Choice:	
3 rd Choice:	

Rental Information

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

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

RETURN TO: Doriana Cabeceiras
 Gallery Administrator
dcabeceiras@markham.ca