

Rental Booking Request Form 2026

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	<table> <tr> <th>Type of Furniture</th> <th>Quantity</th> </tr> <tr> <td>☐ 6ft rectangular table (14 available)</td> <td></td> </tr> <tr> <td>☐ 5ft round table (7 available)</td> <td></td> </tr> <tr> <td>☐ 3ft square table (2 available)</td> <td></td> </tr> <tr> <td>☐ 2ft card table (2 available)</td> <td></td> </tr> <tr> <td>☐ White folding chairs (100 available)</td> <td></td> </tr> </table>	Type of Furniture	Quantity	☐ 6ft rectangular table (14 available)		☐ 5ft round table (7 available)		☐ 3ft square table (2 available)		☐ 2ft card table (2 available)		☐ White folding chairs (100 available)		
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	☐ High Top Cocktail Tables (6 available) - additional cost	
	☐ 4ft round table - additional cost	
	All other items required are the clients responsibility	
AV Equipment Required	☐ Standard Portable Screen ☐ Sound System ☐ Microphone with Stand (2) ☐ Podium All other items required are the clients responsibility	
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	☐ Yes ☐ No	
Other Rental Details		

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