



FCP GALLERY

Rental Booking Form

Company: _____

Contact Person & Title: _____

Billing Address: _____

Telephone #: _____

Fax #: _____

Contact E-Mail: _____

Rental Date(s): _____

Gallery Access Time: _____

Gallery Move-Out Time: _____

Event Starting Time: _____

Event Ending Time: _____

Privatized (blinds): Yes No

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

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

Skirted 8' Banquet table (max. 4)

2½' Round (max. 5)

- Slide Projector (\$10)
- Digital Presentation Projector (\$10)
- PC Laptop (\$10)
- DVD or VCR (\$15)
- Podium with Microphone (\$50)
- Polycom Conference Phone (\$10)
- Wireless Internet

- 2 – 46" LCD Screens (100 per +) (\$50)
- 26' Boardroom & 20 chairs (1,500.00)
- Portable Projection Screen (\$10)
- Lapel Microphone(s) (\$15)
- Hand-Held Microphone (\$10)
- Flipchart or Poster Easels
- Coat Rack

of chairs needed (max 120)

Additional fees may be applied if extra equipment is requested last minute

Upon completion of this form please return via fax

416-864-6208

For technical concerns contact:

Aaron Archibold at aarchibold@brookfieldproperties.com

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www.fcpfirst.com

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