

# FCP GALLERY

Rental Booking Form 2010

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

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

<input type="checkbox"/> Skirted 8' Banquet table (max. 4)	<input type="checkbox"/> 46" LCD Screen (100 per +) (\$30)	<input type="checkbox"/> Widescreen Digital Presentation Projector	<input type="checkbox"/> PC Laptop (\$10)	<input type="checkbox"/> Podium with Microphone (\$50)	<input type="checkbox"/> DVD Player (\$15)	<input type="checkbox"/> Polycom Tele-Conference Phone (\$10)	<input type="checkbox"/> Wireless Internet	<input type="checkbox"/> # of chairs needed (max 120)
<input type="checkbox"/> 2½' Round (max. 4)	<input type="checkbox"/> Audio Recording of Session (\$50)	<input type="checkbox"/> Video Recording of Session (\$75)	<input type="checkbox"/> Hand-Held Microphone (\$10)	<input type="checkbox"/> Lapel Microphone(s) (\$10)	<input type="checkbox"/> Streaming Internet Broadcast (\$100)	<input type="checkbox"/> Flipchart or Poster Easels	<input type="checkbox"/> Coat Rack	

- TO MAXIMIZE YOUR VISUAL PRESENTATION, PLEASE CONSIDER A 16X9 FORMAT FOR YOUR VIDEO OR POWERPOINT SLIDES
  - ADDITIONAL FEES MAY BE APPLIED IF EXTRA EQUIPMENT IS REQUESTED LAST MINUTE
  - ADDITIONAL VIDEO EDITING MAY BE REQUESTED (TITLES AND TRANSITIONS)
  - ADDITIONAL VIDEO FORMATS ARE AVAILABLE
- STREAMING INTERNET BROADCAST MAY REQUIRE AN ADDITIONAL FEE SHOULD YOUR BANDWIDTH SURPASS SYSTEM LIMITS

Upon completion of this form please return via fax

**416-864-6208**

For technical concerns contact:

**Aaron Archibold** at [aarchibold@brookfieldproperties.com](mailto:aarchibold@brookfieldproperties.com)