



## RENTAL REQUEST

**FOR OFFICE USE ONLY:**

Date: \_\_\_\_\_

File #: \_\_\_\_\_

Name:	<input type="text"/>		
Affiliation:	<input type="text"/>		
Phone #:	<input type="text"/>	Fax #:	<input type="text"/>
Email Address:	<input type="text"/>		
Billing Address:	<input type="text"/>		
Mailing Address:	<input type="text"/>		

Requested Space:	<input type="text"/>
Event:	<input type="text"/>
Date & Time:	<input type="text"/>

**Please check all that are required:**

☐ Laptop to TV projection      ☐ Teleconference Polycom      ☐ Bunn Coffee Machine

☐ Is your Event Catered?

Name of catering company:

**PLEASE NOTE:**

Coffee machine is provided at no cost, however; we do not supply beverages or sugar/creamers, etc.

If the event is catered, please provide name of company and note that our offices are open from 8:30am - 12pm and 1 - 5pm (closed at lunch hour).

Teleconference Polycom users must have own teleconference number.

**Required Billing Information**

Will your transaction be GST Exempt?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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If yes, please provide GST Exemption #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date