FEDERATION *of* CANADIAN ARTISTS

FEDERATION OFFICE
1241 Cartwright Street
Vancouver, BC Canada
V6H 4B7

education@artists.ca
604-681-2744
www.artists.ca

1. CONTACT INFORMATION:

Name: _____

Tel: _____

Email: _____

2. SPACE USE:

The artist/the organization wishes to rent the Education space for the following use(s):

☐ Workshop/class/seminar ☐ Other:_____

☐ Meeting

☐ Reception/Exhibition

Title of workshop/event/meeting/exhibition: _____

3. OUTLINE:

Please state briefly the nature of your workshop/event/meeting/exhibition. This information helps to understand what the Education space will be used for:

_____

_____

_____

_____

Mediums you will use (If applicable): _____

_____

_____

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4. DATES AND TIMES:

The Education space is available for rental Monday through Sunday from 9.00 AM – 5.00 PM. Please specify dates and times for your preferred rental:

Date(s): _____	**Time(s):From:** _____ **to** _____
_____	_____ **to** _____
_____	_____ **to** _____
_____	_____ **to** _____
_____	_____ **to** _____

5. OTHER REQUESTS:

Would you require any equipment? If so, please detail:

- ☐ Tables (7 large, 1 small)
- ☐ Chairs (23)
- ☐ Easels (10)
- ☐ Flip chart easel (paper not included) (1)
- ☐ Projection Screen (1)
- ☐ A/V Equipment and Computer data projector (1) ($30CAD/day/GST included)*
  *Renters must use their own laptop