

LIPONT PLACE RENTAL APPLICATION

Lipont Place of Yikon Art Space Co. Ltd. (the "Venue")	
4211 No.3 Road Richmond BC Canada V6X 2C3	Contact: (604) 285-9975 x 207, rental@lipont.com , www.lipontplace.com
Regular Hours of Operation:	Monday to Friday 9:00am – 5:00pm Closed on statutory holidays.

DATE OF APPLICATION _____(day) of _____(month), _____(year)

APPLICANT:

Contact person:	
Company/Group name:	
Address:	
Phone:	Email:
URL:	

Desired Rental Period

Project Title (English):	
Project Title (Chinese, if applicable):	
Number of participants:	
Project type (please check):	
<input type="checkbox"/> Visual Art exhibition <input type="checkbox"/> New media art exhibition/show <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Inter-art event <input type="checkbox"/> Lecture <input type="checkbox"/> Fashion Show <input type="checkbox"/> Meeting	<input type="checkbox"/> Party. Party age group(s): _____ <input type="checkbox"/> Reception <input type="checkbox"/> Wedding <input type="checkbox"/> Market <input type="checkbox"/> Photo shoot <input type="checkbox"/> Film/video shoot <input type="checkbox"/> Food or wine tasting <input type="checkbox"/> Other: _____

From:	Year		Month		Day		Time	
To:	Year		Month		Day		Time	
Does your event consume alcohol?								
Do you have a liquor license?								
Equipment you plan to bring in during your desired rental period:								
Notes:								

Extra equipment needed:
Extra service needed:
Extra staff needed:
Notes:

Work sheet:

Room #					
	CAD\$		GST 5%		Sub total
Room #					
	CAD\$		GST 5%		Sub total

Stage: \$ ____/hr	From date & time		To Date & time		Total hours:	
	CAD\$		GST 5%		Sub total	
Sound System \$ ____/hr	From date & time		To Date & time		Total hours:	
	CAD\$		GST 5%		Sub total	
LED Screen \$ ____/hr	From date & time		To Date & time		Total hours:	
	CAD\$		GST 5%		Sub total	
HD Projector \$ ____/hr	From date & time		To Date & time		Total hours:	
	CAD\$		GST 5%		Sub total	
Non HD Projector \$ ____/hr	From date & time		To Date & time		Total hours:	
	CAD\$		GST 5%		Sub total	
Extra Staff (during regular hours)						
	CAD\$				Sub total	
Extra Staff (overtime 5pm -9pm) \$50/person/hour						
	CAD\$				Sub total	
Extra Staff (overtime 9pm -9am) \$100/person/hour						
	CAD\$				Sub total	
Extra service						
	CAD\$		GST 5%		Sub total	
Extra service						
	CAD\$		GST 5%		Sub total	
Extra service						
	CAD\$		GST 5%		Sub total	
	Total Rental \$		Total GST\$		Grant Total CAD\$	