

**ELEVATOR BOOKING REQUEST FORM**

**PLEASE FAX TO: (416)552-6351**

**TENANT NAME:** \_\_\_\_\_

**SUITE NUMBER:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

**FAX #:** \_\_\_\_\_

**DATE(S) REQUIRED** \_\_\_\_\_

**TIME (Start & Finish)** \_\_\_\_\_

**PURPOSE OF RESERVATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All move-ins and move-outs will be made after 6:30 p.m. daily. Movement of goods is permitted via the designated elevator only.

180 Simcoe Street Shipping/ Receiving is located at 17 St. Patrick Street.

The Landlord requires not less than 48 hours advance notice for all elevator bookings. The elevators are booked on a first-come, first-served basis.

A building Security Officer must be booked for all elevator usage outside of the 7 am to 630 pm Monday through Friday periods at a Tenant cost of Twenty-Five Dollars (\$25.00) per hour, with a minimum charge of four (4) hours.

**ELEVATOR BOOKING CONFIRMATION *(for office use only)***

Date Received: \_\_\_\_\_ Availability Confirmed? \_\_\_\_\_  
 Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Security Notified:	Yes	No	Date:
Operations Notified:	Yes	No	Date:
Operator Confirmed:	Yes	No	Date: