

Service Elevator Require For:

Moving Date: _____ Start Time: _____ End Time: _____ = _____ Total Hours

Reason: _____

Construction Bin Size: _____ Number of Bins Required*: _____

Moving Company:

Company Name: _____ Contact: _____ Phone: _____

Company Name: _____ Contact: _____ Phone: _____

Tenant:

Company Name: _____ Contact: _____ Suite #: _____

Telephone #: _____ Mobile #: _____ Date of Request: _____

Signature: _____

PLEASE READ THE FOLLOWING CAREFULLY

- **There is a 3-hour minimum charge on weekdays and a 4 hour minimum charge on weekends for elevator bookings.**
- Elevator bookings must be made by telephone first to the Management Office at (647)260-1101. The Loading Dock is located at 37 Richmond Street West, Toronto, ON. M5C 2L7.
- Email completed forms to bayadelaidecentre@brookfield.com
- Bookings and cancelations must be made at least 24 hours in advance. Same day cancelations or no shows will be billed for the minimum charge.
- Service Elevators are available for booking **between 6:00 p.m. and 7:00 a.m. on weekdays and 6:00a.m. to 5:00p.m. on Saturdays and Sundays.** Bookings are on a first come, first serve basis.
- There is a height restriction of 13.6 feet and a length restriction of 48 feet for all trucks accessing the loading dock.
- *Bin requests must be made 4 business days in advance of booking date.