

Tenant: \_\_\_\_\_

Contact: \_\_\_\_\_

Building: \_\_\_\_\_

Floor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

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

BOOKING INFORMATION					
Date	Time		Total Hours	Construction Bin	
	Start	End		Size	Quantity

Reason: \_\_\_\_\_

CONTRACTOR INFORMATION		
Company Name	Project Contact	Telephone & Email

To book a service elevator, please call 416-777-6451 or visit the Brookfield Place Management Office, Suite 700, 181 Bay Street. Completed forms can be emailed to [sam.butwell@brookfieldproperties.com](mailto:sam.butwell@brookfieldproperties.com).

**Please note that we require at least 24 hours advance notice for all booking requests and cancellations.**

There is a 4 hour minimum charge for elevator bookings. Labour and utilities will be charged according to the Additional Rechargeable Services Rates. The service elevator may be booked between 6:00 p.m. and 7:00 a.m. on weekdays and any time during the day on weekends and holidays. Cancellations with less than 24 hours' notice or 'no shows' will be billed the 4-hour minimum.

There is a maximum height restriction of 13.6 feet and length restriction of 44 feet for all vehicles entering the Loading Dock.