

**SERVICE ELEVATOR REQUEST FORM**

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

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

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

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

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

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

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

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

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

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

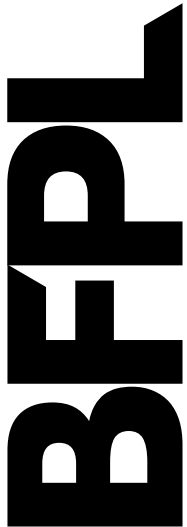
CONTRACTOR INFORMATION		
Company Name	Project Contact	Telephone & Email

To book a service elevator, please call 416-709-3380 or email [bp.bookings@brookfield.com](mailto:bp.bookings@brookfield.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.

Please note all garbage and skids must be removed after your booking. Anything left behind will be charged back to the tenant for fees associated with their disposal.



**Brookfield Properties**

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