

ELEVATOR/LOADING BAY BOOKING REQUEST FORM

PLEASE EMAIL TO: khall@innisfil.ca

TENANT NAME: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL: _____ FAX: _____

DATE(S) REQUIRED: _____

ELEVATOR TIME (START & FINISH): _____

LOADING BAY TIME (START & FINISH): _____

DELIVERY COMPANY AND/OR CONTRACTOR NAME: _____

PURPOSE OF RESERVATION: _____

IMPORTANT INFORMATION

BOOKING:

Tenants should book the move date, the elevator and Loading Bay with the Building Manager at least 7 days in advance.

MOVING HOURS:

The elevator must be available to the public during the Building's Hours of Operation. Therefore, all moves within the Rizzardo Health & Wellness Centre must be done after regular Building Hours (Mon – Fri 7 a.m. – 10 p.m./ Sat – Sun 7 a.m. – 5 p.m.), unless the Landlord provides consent otherwise.

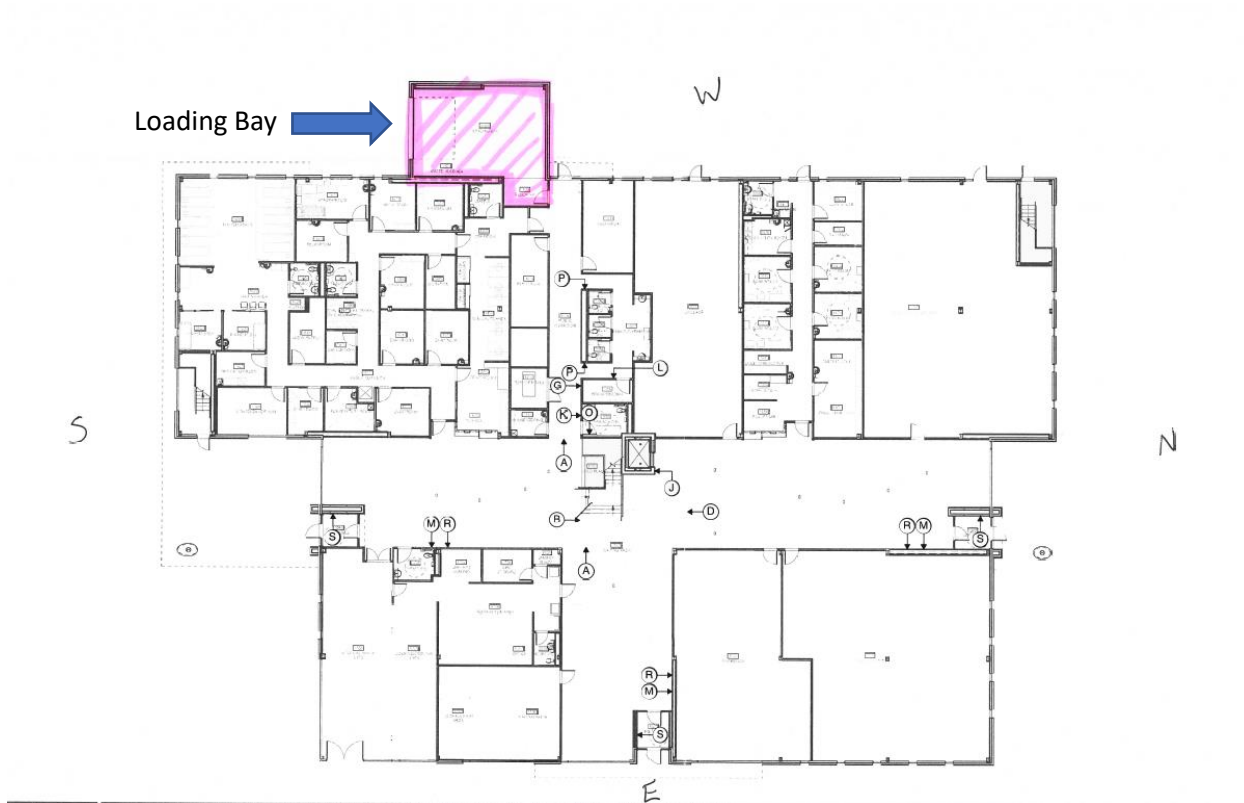
ELEVATOR:

The elevator must be used for all moves to or from the second floor. The Tenant is responsible for any damage sustained to the elevators during moves and are required to use Landlord-provided elevator padding.

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LOADING BAY:

There is no loading dock or fork lift. All delivery vehicles will need a lift.



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: _____