



EIGHTH AVENUE PLACE

Service Elevator Booking Form



Rules and Pertinent Information

Elevator Dimensions

East Tower SE2:

5'-9 3/4" Wide by 7'-11" Deep by 10'-0" High.

There is a 2'-1" Wide by 12'-0" High opening in back of elevator for oversized items.

West Tower SE2:

5'-9 3/4" Wide by 7'-11" Deep by 10'-0" High.

There is a 2'-1" Wide by 12'-0" High opening in back of elevator for oversized items.

Cost

\$30.00 per elevator, per hour, plus a 15% administration fee and GST. There is a 4-hour minimum charge for all bookings.

Cancellation

Please note that all bookings are subject to a 48-hour cancellation policy. If cancelled within 48 hours, 100% of the charges will be invoiced.

Hours

Monday to Friday bookings can only take place from 6:00 PM to 6:00 AM

Saturday and Sunday bookings are available anytime throughout the day.

Booking Details

Tenant Company Name: _____

Date of Booking: _____

Booking Start Time: _____ End Time: _____ Number of Hours: _____

Please list all contractors who will be using the Service Elevators:

1. _____

2. _____

3. _____

4. _____

I _____ (*Authorized Tenant Contact Name*) hereby authorize to be invoiced for the above charges. I acknowledge that Hines Canada Management Co. II ULC is not liable for any damages resulting from use of the Service Elevators.

Authorized Tenant Contact (*signature*): _____

Property Management Office Use Only

Service Elevator Booked: _____ **Date Confirmed:** _____ **Total Charge:** _____

Hines Authorization: _____