

NEW FREIGHT/SERVICE ELEVATOR BOOKING PROCEDURE

Dear Facility Tenant Representatives:

- All after hours freight/service elevator reservations must be made by sending an email to tecaccessc@cadillacfairview.com
- Reservations should be made a minimum of 72 hours in advance of the use date
- Elevators can be reserved for **4-hour intervals** at a rate of \$200.00 (per booking interval), which will be invoiced directly to clients through Cadillac Fairview's miscellaneous billing process.
- A Security Guard will be assigned to operate the freight/service elevator for all after hours bookings
- Reservations must include the following in order to be processed:
 - Client building location
 - Contact information
 - Date of use
 - Time (booking interval) required
 - Reason for use
 - Additional contact email addresses (if necessary)
- Approved bookings will receive a calendar invite/confirmation
- For cancellation please give a 48 hrs notice or charges may apply

AFTER HOURS ELEVATOR RESERVATION TIMES:

Monday to Friday: 6:00 p.m. - 8:00 a.m.

Saturday, Sunday & Holidays: All Day

If you have any questions or require additional information regarding the new freight/service elevator booking procedure, please contact me or the Access Control Centre at 416.598.8632.

[Freight Elevator Booking form](#)

Dates:

Time: From:

To:

Tower:

Tenant:

Floor(s):

Telephone:

Email:

Contractor:

Type of Work:

Arranged By:

Additional information: ----