



**FAIRMONT MEDICAL BUILDING**

**ELEVATOR BOOKING**

**24 HOURS NOTICE IS REQUIRED**

Please email ([service@petersonbc.com](mailto:service@petersonbc.com)) or fax (604.688.3245).

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

Tenant Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Date of Move-In / Move-Out: \_\_\_\_\_

From (Time): \_\_\_\_\_ To (Time): \_\_\_\_\_

(Note: No moving during building opening hours Monday to Friday)

Freight Elevator Booked In Advance: YES \_\_\_\_\_ NO \_\_\_\_\_

Elevator Padded: YES \_\_\_\_\_ NO \_\_\_\_\_

Dolly (upright or flat): \_\_\_\_\_

Name of Moving Co.: \_\_\_\_\_

Contact Name at Moving Co.: \_\_\_\_\_

Cell: \_\_\_\_\_

Security Booked: YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Security Booking Confirmed? YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Notes / Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note that Elevator Booking Times are between 6:00 – 8:00 AM and 5:00 to 9:00 PM. For Elevator Bookings after normal security hours and on weekends, security will be charged at a rate of \$28.83/hour for a minimum of 4 hours. Bookings on Statutory holidays will be charged at a rate of \$31.71/hour for a minimum of 4 hours. All rates are subject change, and do not include tax and administration.

**Tenant Authorization:**

\_\_\_\_\_  
(authorized signature)

\_\_\_\_\_  
(print name & title)