

*La Gorce Palace Condominium Association*

6301 Collins Avenue  
Miami Beach, FL 33141  
Ph: (305) 867-1665 Fax: (305) 865-0857  
[Lagorcepalace@lagorcepalacecondo.com](mailto:Lagorcepalace@lagorcepalacecondo.com)  
Lagorcepalacecondo.com



## Freight Elevator Reservation Form

**\*You must submit this reservation form to the concierge desk \*at least 48 hours\* before the day you wish to schedule. Certificate of Insurance (COI) will be required. No Exceptions.**

Name \_\_\_\_\_ Unit # \_\_\_\_\_

**I am an:**     Owner     Rental     Contractor     Other: \_\_\_\_\_

**Reservation date:** \_\_\_\_\_

**Name of company (if applicable)** \_\_\_\_\_

**Reservation Type:**     Moving ( In / Out )     Delivery

**Reservation Time slot:** From: 9:00 a.m. to 1:00 p.m.\_\_\_\_    From: 1:00 p.m. to 5:00 p.m.\_\_\_\_

Permission is granted for the applicant to use the freight elevator on the designated date if the applicant agrees to the following terms:

1. A refundable check for \$500.00 for moving damages must accompany the application.  
Check # \_\_\_\_\_ Date \_\_\_\_\_
2. A non-refundable check for \$ 35.00 for the use of floor protection also must be enclosed.  
Check# \_\_\_\_\_ Date \_\_\_\_\_
3. All moving must be done Monday through Friday. ***NO MOVING AFTER HOUR, ON WEEKENDS OR HOLIDAYS.***
4. The premises, elevator and floor, must be clean of debris and empty boxes. ***Dispose of boxes, debris, and or any furniture/any other item OFF THE PREMISES***
5. The move/delivery must be accomplished within the allotted time.
6. If your **move extends any time after your reservation**, you will be charged a **penalty fee of \$100.00** per hour, or any fraction thereof, which will be deducted from your damage deposit.
7. Elevator deposit refund must be requested using a form available at the front desk or requested via email. The refund of your \$500 Security Deposit will be placed for processing once move/delivery is finalized, and inspection of common elements and elevator has been completed. Once deposit has been processed, your return will be provided to you through the methods stated in the return form completed.

Applicant's Signature \_\_\_\_\_ Phone \_\_\_\_\_

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***Office use only***

*Employee who received the reservation request:* \_\_\_\_\_

*Office Only: Date the Security Deposit was recorded:* Date \_\_\_\_\_ Check # \_\_\_\_\_