

## 2012/2013 Berkeley Castle – Holiday Building Hours

**Please ensure that any of your staff working over the holidays are made aware of the following:**

The Management Office will close at noon on Friday December 21<sup>th</sup> and will reopen Wednesday, January 2<sup>nd</sup> at 9:00 am.

Should you require assistance and or access to the building over the holidays, our on duty staff member can be reached at 416-366-3704. Please remind your staff, that if they are coming to work over the holidays, and do not have a front door key, they need to call to get one of our on duty staff to let them into the building. They should also make sure they have their suite key, as our staff will not let anyone into a suite.

To ensure the security of the property during the holiday season, access will be as follows;

250 The Esplanade Lobby and the west courtyard gate will be locked from 6pm on the 21<sup>th</sup> of December to 7am on the 2<sup>nd</sup> of January.

The front door to 2 Berkeley Street will be locked from 6:00pm on the 21<sup>st</sup> to 7:00am on the 2<sup>nd</sup> of January. The courtyard/lobby side entrance door (south west) to 2 Berkeley will be open at all times.

### **East courtyard gate will be open:**

1. Dec 22 - 1 - 7pm
2. Dec 23 - 1 - 7pm
3. Dec 27 - 9am - 7pm
4. Dec 28 - 9:am - 7pm
5. Dec 29 - 9:am - 6:30pm
6. Dec 30 - 1 - 6pm
7. Dec 31 - 12 – 7pm

**LOCKED December 24, 25<sup>th</sup>, 26<sup>th</sup> and January 1<sup>st</sup>**  
Return to regular 7am opening on the 2nd of January

**For fire safety regulations and security reasons we ask that every person entering either building during the holiday period to please sign and sign out of the registry book in the main lobby at 2 Berkeley.**