



DELIVERY INSTRUCTIONS

PLEASE ATTACH ONE FORM TO EACH ITEM BEING DELIVERED

TO ENABLE US TO EFFICIENTLY MANAGE THE LARGE AMOUNT OF MATERIAL ARRIVING INTO THE HOTEL EACH DAY, IT IS ESSENTIAL THAT YOU COMPLETE THE FOLLOWING FORM AND ATTACH ONE COPY TO EACH ITEM BEING DELIVERED FOR YOUR FUNCTION/EVENT.

YOUR COURIER WILL ALSO REQUIRE THIS INFORMATION TO ACCESS THE LOADING DOCK FOR DELIVERY PURPOSES:

1. THE P2 LOADING BAY IS ACCESSIBLE FROM FLINDERS LANE 24 HOURS A DAY. (PREFERABLY BETWEEN 07:00 TO 15:30) FOR DELIVERY AND PICK UP OF GOODS.
2. TURN INTO FLINDERS LANE FROM SPRING STREET (THE LOADING BAY IS THE *DELIVERY ENTRANCE*, ON THE RIGHT HAND SIDE, BETWEEN SPRING AND EXHIBITION STREETS)
3. NO PARKING IS ALLOWED IN THE LOADING BAY – *ONLY SHORT TERM DROP OFF AND PICK UP IS ALLOWED (UP TO 15-20 MINUTES ONLY)*
4. COURIERS MUST COLLECT AND SIGN FOR A CONTRACTORS PASS AND A LIFT SWIPE CARD FROM THE SECURITY OFFICER
5. TAKE THE GOODS LIFT No. 4 OR 5 TO LEVEL 1 – CONFERENCE & EVENTS OPERATIONS DEPARTMENT AND GOODS WILL BE RECEIVED AND SIGNED FOR
6. DO NOT LEAVE ANY ITEMS ON THE LOADING BAY AREAS
7. THE HOTEL WILL NOT BE RESPONSIBLE FOR ITEMS LEFT ON THE LOADING BAY AREAS
8. THE HOTEL DOES NOT SUPPLY STAFF OR TROLLEYS FOR THE MOVEMENT OF GOODS TO AND FROM THE DOCK

NAME OF FUNCTION _____

DATE OF FUNCTION _____

TIME OF FUNCTION _____

BOX / BANNER / CARTON _____ OF _____ (TOTAL)

LOCATION OF FUNCTION (ROOM) _____

SENDERS NAME _____

CONTACT No: _____

**ATTENTION: JIMMY SOCCIO/MICHELLE CHAN
CONFERENCE & EVENTS OPERATIONS MANAGERS**

LOADING BAY DIMENSIONS	HEIGHT CLEARANCE	3.4 metres
	WIDTH	1854mm (6'1''ft)
	DEPTH	1752mm (5'9''ft)
	ELEVATOR DOOR HEIGHT	2690mm (8'10''ft)
	ELEVATOR DOOR WIDTH	1220mm (4'0''ft)
	DOOR TO DOOR	2000mm (6'7''ft)
	WEIGHT CAPACITY	1587kg (3500lb)

OTHER CONDITIONS:

1. ITEMS MUST BE DELIVERED ONE-WORKING-DAY PRIOR TO THE EVENT. THEY WILL BE STORED IN THE CONFERENCE & EVENTS OPERATIONS CLIENT STORE-ROOM ON LEVEL ONE
2. AT THE CONCLUSION OF YOUR FUNCTION, WE ASK THAT ALL ITEMS BE TAKEN WITH YOU ON THE DAY. IF THIS IS NOT POSSIBLE, ITEMS MUST BE PICKED UP ON THE WORKING DAY AFTER THE EVENT. IN THE EVENT THAT THE ITEMS ARE NOT PICKED UP AFTER TWO WORKING DAYS, A STORAGE FEE OF \$150.00 PER DAY WILL APPLY.
3. YOU MUST SEAL AND CLEARLY LABEL ALL ITEMS THAT ARE LEFT BEHIND.
4. THE HOTEL WILL NOT BE RESPONSIBLE FOR INCORRECTLY LABELLED OR UNSEALED PACKAGES. ALL ITEMS WILL BE STORED IN THE C&E OPERATIONS CLIENT STORE-ROOM ONE LEVEL ONE. ANY ITEMS NOT COLLECTED FROM THE HOTEL WILL BE DISPOSED OF.
5. IF THERE ARE ANY ITEMS THAT ARE DELIVERED USING A PALLET, IT IS THE CLIENT'S RESPONSIBILITY TO HAVE COLLECTED BY THE COURIER. OTHERWISE THE HOTEL WILL HAVE THE REMOVAL OF THE PALLET CHARGED DIRECTLY TO THE CLIENT AT \$50.00 PER PALLET

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