

swissôtel SYDNEY

Deliver to:

SWISSOTEL LOADING DOCK

LEVEL 8 - BANQUET OPERATIONS

450 George Street Myer Loading Dock

Sydney NSW Australia 2000

Enter George Street via King Street Only

LEVEL 8 - BANQUET OPERATIONS

Contact: Purchasing Manager 02 9238 8392

Event Name:

Event Date:

Function Room:

Sent by (name & company) _____ -

_____ Box ____ of ____



DELIVERY AND STORAGE OF GOODS

The delivery of goods will only be accepted by the Hotel two (2) Business Days prior to an event and stored for collection one (1) Business Day after an event.

Contact:

7:00 – 14:00 - Purchasing Manager: 02 9238 8392

14:00 onwards – Concierge: 02 9238 8380

All deliveries are to be received through the Hotel's loading bay. The Hotel assumes no responsibility for any items outside these times, unless otherwise arranged and reserves the right to dispose of such items.

The Conference & Events Department must be advised in advance of all deliveries to the Hotel. All deliveries must be marked with the name of the function, date of function and Hotel contact responsible. The Hotel provides delivery slips if required. *If deliveries are not clearly labelled, the Hotel has right to refuse acceptance of these (applicable to pre & post event).*

To access the dock, the driver must come down King Street and turn right onto George Street (pedestrian thoroughfare however local access vehicles accepted). The entering vehicle is to buzz and announce their arrival if after hours, Central Plaza Security will be aware if the above is followed.

Clients may be liable for damage caused to them by moving heavy equipment in the function rooms without proper protection to property e.g. – carpets, walls and doors. Clients are requested to check accessibility if equipment is of unusual size or dimensions.

swissôtel SYDNEY

The loading dock is an unloading and loading area; no parking is permitted in this area. Please notify the Conference & Events Department before any delivery. Use of the loading dock is subject to the terms and conditions of the Sydney Central Plaza Building.

All contractors must abide by the following in the lead up to bump in and when on site; Details of the contractor should be emailed to Swissôtel Security prior to arrival e.g. Number of people, vehicle registration, and company name.

The entering vehicle is to buzz and announce their arrival if after hours, Central Plaza Security will be aware if the above is followed.

Park their van / car in the designated Swissôtel loading dock - No standing period from 0700-1200.

Call 9 or the hotel number and ask for the event contact/Security manager or if after hours the Duty manager.

Security officer / Duty manager to issue contractor F pass.

Pass to be handed into the Security officer / Duty manager when job has been completed and they are escorted off the premises.