Goods Delivery Form

**PLEASE ATTACH THIS FORM TO ALL BOXES, CARTONS, ETC, WHICH ARE TO BE DELIVERED TO THE HOTEL.**

Goods accepted two days before event

|  |  |
| --- | --- |
| TO: | Sofitel Wentworth Sydney  61-101 Phillip St  Via Bligh Street Entrance (loading dock clearance 2.6m)  Loading Dock  **Please deliver to C & C Store** |
| FUNCTION NAME: | Canada Corroboree |
| FUNCTION DATE: | Tuesday 12th February 2019 |
| TOTAL NUMBER OF ITEMS: |  |
| THIS ITEM NUMBER: |  |
| CONTENTS:  \*\*Please note any special requirements for storage\*\*\* |  |
| FROM NAME:  CONTACT NUMBER: |  |
| MISC: | Please advise Banquet Operations once boxes have arrived to Sofitel Sydney Wentworth  Deliveries to be received |

**\*\*GOODS DELIVERY AND PICK UP NOTES\*\***

Please ensure the relevant form is filled out correctly.

**\*\*Deliveries will only be accepted 48 hours before the event start date**

**and must be picked up within 48 hours at the conclusion of the event. \*\***

The Hotel loading dock is the main entry for the delivery of items – please do not use the Hotel Lobby.

The loading dock is located on Bligh Street. The loading dock entry is a 2 way driveway as this is shared with the valet car park, so please ensure you beep your horn as your proceed down the driveway and the chain will be dropped for you to enter.

Note: the Loading Dock operating hours is 7.30am – 3.30pm, Monday to Friday. The Loading Dock’s height is 2.6m.

There is a ramp to bring up smaller items or trucks & cars can be backed up to the dock floor which is 1.2m off the ground.

**Service Lift Specifications:**

2 x Service Lifts are: 1.8m x 1.5m @ 2.4m high, capacity = 1,360kg

1 x Service Lift (located on the left) is: 1.9m x 1.5m @ 3.5m high, capacity = 2,100kg

The Hotel does NOT have a fork lift, however there are 2 palette jacks on site and these can be used if available.

The Hotel has limited number of trolleys and therefore their use depends on availability.

It is recommended that you bring your own if you have any.

***\*Please be aware of the Hotel chandeliers if moving items on Level 3. The ceiling height is 2.7m however under the chandeliers the ceiling height is 2.4m\****

For heavy equipment and cars, the Hotel has a Car Hoist, which will be operated by qualified hotel staff only.

All deliveries must be pre booked through the Conference Organiser with a minimum of seven working days in advance.

Use of the Car Hoist is $330.00 per block use.

**Car Hoist Specifications:**

Car Hoist is: 5.82m x 2.8m @ 2.3m high, capacity = 3 tonne = 3,000 kg