

# S O F I T E L

SYDNEY WENTWORTH

## Incoming - 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: <b>GRACE CHAU</b>	Sofitel Wentworth Sydney 61-101 Phillip St Via Bligh Street Entrance (loading dock clearance 2.6m) Loading Dock <b><i>Please deliver to C &amp; C Store</i></b>
FUNCTION NAME:	
FUNCTION DATE:	
TOTAL NUMBER OF ITEMS:	
THIS ITEM NUMBER:	
CONTENTS: <b><i>**Please note any special requirements for storage***</i></b>	
FROM NAME:	
CONTACT NUMBER:	
MISC:	<i>Please inform the Banquet Operations Team once the boxes have arrived at Sofitel Sydney Wentworth</i>

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## **\*\*Important Notes for Incoming and Outgoing Items\*\***

Please ensure the relevant information is completed correctly on the incoming or outgoing form provided.

***Deliveries will only be accepted 48 hours prior to the event date and must be picked up within 48 hours at the conclusion of the event.***

- Any items not collected after seven (7) business days; Sofitel Sydney Wentworth reserve the rights to dispose all items.
- **Delivery Hours are between 0730AM to 1530PM.** Sofitel Sydney Wentworth takes no responsibility for items delivered outside the delivery times and items delivered will be at the client's own risks.
- Sofitel Sydney Wentworth accepts no responsibility for any damaged or lost to any items.

### **Loading Dock Information**

- The Hotel loading dock is the main entry for the delivery of items – ***Access via Hotel Lobby are not permitted.***
- The Loading Dock operating hours are Monday to Friday from 0730AM – 1530PM.
- The loading dock is located on Bligh Street (next entrance after Wilson Parking)
- The loading dock entry is a 2-way driveway as this is shared with Wilson Valet Car Park. Please ensure the car horn is beeped as the vehicle proceed down the driveway and the chain will be dropped for entry.
- 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
- Sofitel Sydney Wentworth ***does NOT*** have a forklift | Two (2) palette jacks are available on site to assist - subject to availability on the day.
- Sofitel Sydney Wentworth has limited number of trolleys is subject to availabilities on the day. It is *recommended* that you *bring your own trolleys* if you have any.

### **Service Lift Specifications:**

- 1 x Service Lift [left]: Entry W1.3m | Actual W1.5m x D2.0m @ 3.5m High | Capacity = 2,100kg
- 2 x Service Lifts [ middle + right] : Entry W1.3m | Actual W1.5m x D1.9m @ 2.4m High | Capacity = 1,360kg

***\*\*Please be aware of the Hotel chandeliers on Level 3 when moving items around. 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: L5.82m x W2.8m @ 2.3m High | Capacity = 3 tonne = 3,000 kg