

DELIVER TO:

GRAND HYATT MELBOURNE

EVENT SERVICE OFFICE

via Loading Dock on George Parade, Melbourne (accessed via Flinders Lane)

Contact Number: +61 3 9653 4829

EVENT NAME: CR 2024

EVENT DATE: Thursday 03 October – Saturday 05 October 2024

FUNCTION ROOM: Savoy & Mayfair Ballroom

SENDER'S COMPANY:

SENDER'S NAME:

SENDER'S CONTACT NUMBER:

DESCRIPTION OF ITEMS:

HOTEL CONTACT: Clara Perera (EVENT PLANNING)

NUMBER OF ITEMS:

OF

NOTES:

EVENT ITEMS WILL NOT BE ACCEPTED MORE THAN 1 WORKING DAY PRIOR TO THE EVENT DATE.

Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/stored by the hotel.

Event items will only be stored for 1 working day after event completion.

LOADING DOCK OPERATING HOURS:

Monday to Friday, 7:00am – 3:00pm

Delivery outside of these times cannot be guaranteed.

For deliveries after opening hours please contact your Events Manager.

Please note all deliveries that are not organised with your Events Manager prior to delivery date will not be accepted at the Loading Dock.