

DELIVERY OF GOODS NOTIFICATION

Company Name: _____

Company Contact: _____

Company Contact Telephone No: _____
Office Mobile

Company Facsimile: _____

Company Address: _____

Function/Conference Date: _____

Function/Conference Name: _____

Day/Date of Delivery of Goods: _____
(Day) (Date)

(Note: Goods accepted 24 hours prior ONLY – please contact venue to confirm delivery)

Approximate time of delivery: _____ am/pm

Courier Company: _____

No. of items being delivered: _____

Day/Date of Pick-up of Goods: _____
(Day) (Date)

(Note: Goods must be picked up at the conclusion of event, unless prior arrangements have been made with the venue)

Approximate time of collection of remaining goods _____ am/pm

List and description of goods - (please include approx. dimensions and weight)

1. _____

2. _____

3. _____

4. _____

5. _____

PLEASE COMPLETE THIS FORM AND EMAIL OR FAX BACK TO THE SALES OFFICE ON (02) 9763 7123

Delivery of goods to the venue should be clearly labelled and addressed to the attention of:

EVENT MANAGER NAME

WaterView in Bicentennial Park, Bicentennial Drive, (entrance off Australia Avenue), Sydney Olympic Park, NSW 2127