

Parmelia Hilton Perth Hotel Loading Dock
Entrance off Mounts Bay Road
(at the rear of the hotel)
Perth WA 6000

Attention of: Event Sales

NAME OF EVENT:

FUNCTION ROOM NAME :

DATE OF EVENT:

NAME of sender:

(Including company name)

ADDRESS:

TELEPHONE NO:

NUMBER OF ITEMS

DESCRIPTION

ITEM

OF

**EVENT ITEMS WILL NOT BE ACCEPTED MORE THAN 3
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 2 working days after event completion
A charge of \$ 50.00 per item/day will be charged if items are not picked up**

**Bulky, oversized or heavy items cannot be handled by hotel staff.
It is the responsibility of the client to relocate such items to the events floor**

DELIVERY TIMES

Monday - Friday 0700- 1500

For deliveries after opening hours please contact your event manager

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