

FOURPOINTS BY SHERATON SYDNEY
LOADING DOCK
SLIP STREET
SYDNEY, NSW 2000

Event Manager Stefanie Marousis

ATTENTION OF: BANQUET OPERATIONS

SENDER DETAILS

NAME:

COMPANY:

ADDRESS:

TELEPHONE NO:

EMAIL:

NUMBER OF ITEMS ITEM OF

DESCRIPTION

EVENT DELIVERIES

NAME OF EVENT:

FUNCTION ROOM NAME :

DATE OF EVENT:

EXHIBIT/STAND NAME AND NUMBER

EVENT ITEMS WILL NOT BE ACCEPTED MORE THAN 2 WORKING DAYS
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 days after event completion

A charge of \$ 50.00 per item/day will be charged if items are not picked up

Hours of Operation: 7.00am – 3.00pm Mon – Fri.

Delivery outside of these times cannot be guaranteed.

For deliveries after opening hours please contact your Catering & Events Manager

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



Sydney
Darling Harbour