

TO:

LOADING BAY

Hilton London Bankside

Bear Lane

London

SE1 0UH



ATTENTION OF:

Peter McCluskey

CLIENT NAME:-

SENDER DETAILS:

NAME:

ADDRESS:

TELEPHONE NO:

NUMBER OF BOXES

CONTENTS

BOX

OF

Item(s) Being Returned Y or N

Collection Date

NAME OF EVENT:

DATE OF EVENT:

ROOM NAME:

DELIVERIES WILL ONLY BE ACCEPTED AT THE LOADING BAY ON BEAR LANE
BOXES/MATERIALS ETC WILL NOT BE ACCEPTED MORE THAN 2
WORKING DAYS PRIOR TO THE EVENT DATE
LOADING BAY IS OPEN FROM 7AM TO 4PM

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