



REGENCY HYDE PARK
281 Elizabeth Street, Sydney NSW 2000

LOADING DOCK BOOKING FORM

1. Read This!

- All major deliveries, particularly move-ins and move-outs must be made via the Loading Dock at 270 Castlereagh Street, not through the lobby.
- Your delivery or pick-up in the loading dock needs to be coordinated to ensure there are no other major deliveries scheduled.
- This request must be lodged no less than 48 hours before the intended loading dock use.
- You are responsible for any damage caused to common property by your delivery/pick up.
- Protective curtains are provided for the lift car, and you will have exclusive use of the lift via a key, provided by the Concierge.
- Note: Jamming of the lift car doors will damage them. You are responsible for the cost.
- The loading dock is **3.4** meters high.
- Only one vehicle is permitted at any one time.
- All corridors are emergency passageways; please ensure your goods do not block them.
- **Move-in/outs can only occur between 9:00am-5:00pm.**

Name: _____

2. Your Details

Apartment Number: _____

Phone Number: _____

Fax: Number: _____

Email: _____

3. Your Move

Requested Date: _____

Approx Start Time: _____

Approx End Time: _____

Signature: _____

4. Send this to:

**Regency Hyde Park
Building Manager
Fax: (02) 9264 3055 Phone: (02) 9286 3777
Email: buildingmanager@regencyhydepark.com.au
or hand to Concierge.**

5. Approval

(Building Manager to sign)

Signature: _____ Date: _____