


Please email this form along with loading dock enquiries to: [Harry.Singh@uts.edu.au](mailto:Harry.Singh@uts.edu.au)

	<p><b>DELIVER TO</b> <b>AERIAL UTS FUNCTION CENTRE</b>                  Building 10, Level 7                  235 Jones Street, UTS Building 10</p> <p><b>Loading Dock</b> – enter on <b>Thomas Street</b>, Ultimo, NSW 2007 Australia</p> <p><b>ALL DELIVERIES MUST BE TAKEN TO LEVEL 7 TO FUNCTION CENTRE</b>  <b>ALL DELIVERIES TO BE SENT MAX. 24 HOURS PRIOR EVENT</b></p>
<p><b>CONTACT NAME:</b>                  (Person Responsible for Delivery)</p>	
<p><b>CONTACT PHONE NUMBER:</b>                  (Person Responsible for Delivery)</p>	
<p><b>EVENT NAME:</b></p>	
<p><b>EVENT NUMBER:</b></p>	
<p><b>EVENT DATE/S:</b></p>	
<p><b>TOTAL NUMBER OF ITEMS:</b></p>	
<p><b>ITEM NUMBER:</b></p>	

<p><b>COMPANY NAME:</b></p>
<p><b>VEHICLE TYPE:</b>                  (e.g. Truck/Van/Sedan)</p>
<p><b>ENTRY TIME:</b></p>
<p><b>EXIT TIME:</b></p>

**Contact Details**

Operations Supervisor    04 0284 9917    |    Operations Manager    02 9514 9207    |    Coordinators    02 9514 1630 or 1633 or 1632

**Delivery Details**

There is a boom gate that will be opened by car park attendant once button is pushed.  
 Access from 6:30am to 10:00pm Mon-Friday; 8:00am to 5:30pm on Saturday, CLOSED ON SUNDAY.  
 For deliveries outside these hours please discuss with venue management.  
 Loading dock does not have forklift.

For load/unload purposes only, under no circumstances is it to be used for parking of any duration.  
 The function centre is on Level 7 of Building 10, 3 good lifts are located at the dock (Level 0).  
 The dock can take up to 10 tonne trucks, however larger trucks will need to reverse back out the same way into Thomas St. Do not drive out through to the Wattle St car park exit.

