

DELIVERY INSTRUCTIONS FOR LUNA PARK

Delivery address is:- "Name of Event", Luna Park Sydney, 1 Olympic Drive, Milsons Point 2061

Please advise co-ordinator **before** delivery date approximate time of arrival; number of vehicles & company names.

Loading Dock Access:

Smaller vehicles (1.9 max height)

- Delivery time is as allocated by Function Coordinator (loading dock is a rostered area) then via Car Park entry – off Paul Street. Car park gates are locked between midnight and 7.00am.
- When you arrive at the entrance to the Car Park, please contact Luna Park Security 9033 7595 so they are able to advise whether there is enough room in the Loading Dock (no more than 2 vehicles at a time)
- When Security allow drive down to the boom gate and press intercom & advise security that you have delivery and have just spoken to them on the phone, press for ticket & drive down to roller shutter door on right hand side (approx 50m) Security will open the roller door.
- If the loading dock is full you are able to make your way down to the car park and use the lifts to bring equipment up, failing that you will need to wait in a queue on Paul Street, when there is a vacancy in the loading dock Security will call you in.
- The loading dock is a Maximum 15 minute delivery time if you will be onsite longer you must unload your vehicle and move it either to Luna Park Car Park at standard cost or park it on the surrounding streets.

Larger vehicles -(over 1.9 m high and max. height of 3.9 m)

- Deliver via 'Midway'/Olympic Drive, enter gate via right hand side of "The Face". On no account can vehicles drive in without an escort; must also use hazard lights & drive at walking speed.
 - Deliver to Midway between 7.00am and 9.30am Monday to Friday & by 8.30am on Saturday & Sunday.
- During schools holidays vehicles must be off Midway by 9.00am M-F also.
- Call security on 9033 7595 if gate is closed.
 - If larger vehicles arrive after 10.00am Mon-Fri or after 9.00am Sat-Sun then they must park in Alfred Street & trolley goods to Park/venue.



IMPORTANT INFORMATION

- Please ensure the delivery drivers have their own trolley.
- All vehicles are to be off the Midway 1 hour prior to rides commencing.
- If a forklift is required, please advise Luna Park so arrangements can be made. LPS forklift policy needs to be read, signed off and adhered to. Charges may apply.
- Loading dock parking is for 15 minutes only.
- Once vehicles are unloaded they must then either park in one of the marked parking bays or back onto the street. If the vehicle is leaving Luna Park then the parking ticket must be validated at security control (tickets will only be validated **IF** authorized by Luna Park Management or Car Park Manager. Security are **NOT** authorized to validate any tickets) before leaving the loading dock. If the vehicle is remaining on site in the public car park then retain the ticket and pay at the Automatic Pay Station when leaving Luna Park.
- Carpark charges are the responsibility of the driver.

Bump out:

- Vehicles cannot access Midway until rides are closed or all function guests have departed, whichever is the later. Prior to these times equipment needs to be trolleyed to loading dock.