

HOLLYWOOD

LOADING DOCK REQUEST FORM

- o Please complete one load in grid and one load out grid for each vehicle movement.
- o Please note that Loews Hollywood Hotel Loading Dock can support up to a 24' Box Truck. All trucks larger than a 24' box truck must load in and out through the Ovation Center loading docks.
- o All load in for the Ray Dolby Ballroom must be done through the Ovation Center loading dock.
- o Contact your Catering or Conference Services Manager with any questions or unique requests.
- o Space cannot be guaranteed on the loading dock without a fully completed dock request form.
- o All vendors utilizing loading docks and freight elevators must review and sign hotel production guidelines.
- o Certificate of Insurance is required for all vendors. Request necessary information from your hotel service manager.
- o Loews Hollywood does not offer onsite trailer staging/parking. Once a movement is complete; vehicles must depart property.

LOAD IN REQUEST #1:

DATE REQUESTED: _____ TIME FRAME: _____ <i>(please list full time from start to finish)</i>	DOCK NEEDED (Select from Below): OVATION CENTER LOEWS HOTEL
ONSITE CONTACT: NAME: _____ Cell Phone: _____ Title/Company: _____	VEHICLE INFORMATION: Truck Size: _____ Please List Any Special Access Needs: _____ _____
MEETING SPACE DESTINATION: <i>(please list all meeting rooms you will be loading into)</i> _____	Additional Notes, Special Requests, Etc.:

LOAD OUT REQUEST #1:

DATE REQUESTED: _____ TIME FRAME: _____ <i>(please list full time from start to finish)</i>	DOCK NEEDED (Select from Below): OVATION CENTER LOEWS HOTEL
ONSITE CONTACT: NAME: _____ Cell Phone: _____ Title/Company: _____	VEHICLE INFORMATION: Truck Size: _____ Please List Any Special Access Needs: _____ _____

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LOEWS
HOTELS



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MEETING SPACE DESTINATION: <i>(please list all meeting rooms you will be loading into)</i> _____	Additional Notes, Special Requests, Etc.:
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LOAD IN REQUEST #2:

DATE REQUESTED: _____ TIME FRAME: _____ <i>(please list full time from start to finish)</i>	DOCK NEEDED (Select from Below): OVATION CENTER LOEWS HOTEL
ONSITE CONTACT: NAME: _____ Cell Phone: _____ Title/Company: _____	VEHICLE INFORMATION: Truck Size: _____ Please List Any Special Access Needs: _____ _____
MEETING SPACE DESTINATION: <i>(please list all meeting rooms you will be loading into)</i> _____	Additional Notes, Special Requests, Etc.:

LOAD OUT REQUEST #2:

DATE REQUESTED: _____ TIME FRAME: _____ <i>(please list full time from start to finish)</i>	DOCK NEEDED (Select from Below): OVATION CENTER LOEWS HOTEL
ONSITE CONTACT: NAME: _____ Cell Phone: _____ Title/Company: _____	VEHICLE INFORMATION: Truck Size: _____ Please List Any Special Access Needs: _____ _____
MEETING SPACE DESTINATION: <i>(please list all meeting rooms you will be loading into)</i> _____	Additional Notes, Special Requests, Etc.:

