



Shipping & Receiving Policy

Items should not be shipped or mailed to the facility without this form signed.

Due to storage constraints, we are not able to accept event-related freight or materials prior to the contracted load in date and time. We encourage you to work with your contact for any pre-event shipping/storage needs.

No person shall ship any flammable, explosive or otherwise dangerous substance to The Bell Tower on 34th or store on the premises, any item of contraband, any goods, substance or material which are unlawful to possess.

If you need to ship items to The Bell Tower on 34th prior to your contracted load in date and time you must get this form approved and signed.

You are responsible for ALL shipping and handling fees. All items MUST BE properly labeled with the event date and name.

The Bell Tower on 34th will not be responsible for any shipping or handling fees. Any items that will be shipped from The Bell Tower on 34th must be properly packaged and appropriately labeled (as determined by your shipping company) by you.

The Bell Tower on 34th is not responsible for arranging or paying for the pickup FROM The Bell Tower on 34th.

The Bell Tower on 34th shall not be liable for any item lost, damaged, destroyed, or stolen which is stored or shipped to or from the premises or used during the event.



For Office Use Only

Event Producer Signature

Date Accepted

Shipping & Receiving Form

Client/Organization Name: _____

Event Name: _____

Main Event Date: _____

Event Producer: _____

Number of Packages: _____

I understand that I am responsible for arranging and paying for all shipping and handling.

Signature

Date

I agree to package, label (from my shipping company) and schedule pick up for any items that will be shipped to or from The Bell Tower on 34th.

Signature

Date

I understand that The Bell Tower on 34th is not responsible for any lost or broken items.

Signature

Date