

HART HOUSE DELIVERY AND DROP OFF INFORMATION

Deliveries In Advance of the Event Date:

Event materials may be delivered no more than 24 hours maximum in advance of your event date due to the volume of events taking place and storage limitations in our building.

You must consult with your coordinator in advance of the desired drop off date and time and receive confirmation and approval from Hart House before scheduling a delivery. Hart House cannot be responsible for the contents of deliveries that were not authorized by, or communicated to, your event coordinator.

All materials being dropped off in advance of the event must contain the following information:

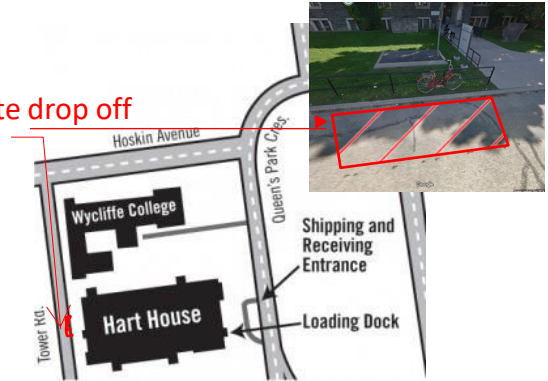
Event name and date; number of items (box _ of _); and event coordinator's name.

Same-Day Delivery and Drop offs:

Please confirm with your coordinator what time you would like to drop off event materials before scheduling a delivery, as we may have multiple clients and vendors who need to make deliveries within the same window of time.

For very large deliveries that require the loading dock, please contact your event coordinator for possible arrangements.

10 minute drop off



Loading Access:

The loading location is at the Hoskins Avenue and Tower Road intersection. Please note that there is no round about for vehicles on Tower Road. The entrance can be accessed by 10 steps or a ramp that leads into the building.

While unloading, please display a sign on your dashboard indicating your company name and the event name and that you are on delivery. Your vehicle can remain in the loading area while you drop off items, but if you will be remaining on site for set up, or if you are attending the event, you must move your vehicle to one of the nearby public parking lots immediately upon completion of unloading your vehicle. Please note that all on-campus parking lots are metered, and you will need to pay for your parking. (Parking in the loading dock area is prohibited as these spots are reserved 24/7 for Hart House staff).

Upon arrival, please advise our staff of your arrival, or to ask for assistance.

Please contact your coordinator if you have any questions or require clarification.