



### Post Event Storage Sheet

Event Name: \_\_\_\_\_

Event Date \_\_\_\_\_

Company name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Items Left behind (number and specification): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Collection date: \_\_\_\_\_

Courier name (if known) \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Signature of Client: \_\_\_\_\_

**Care is always taken with your belongings, but in the event of any loss or damage Hilton London Metropole cannot accept any responsibility. All items must be removed from site 72 hours after the event or they will be disposed of.**

Date items have been picked up: \_\_\_\_\_

Signature of courier: \_\_\_\_\_

Staff issued: \_\_\_\_\_