



Loading Dock Request Form

Group Name:	
Group Dates:	
Group Contact Name:	
Group Contact Phone Number:	
Event Manager:	

Insert Below the Requested Information for Preferred Request:

Please note the Below Request is Not Guaranteed Until Confirmed by Hotel Management

LOAD-IN

Date	Parked at Loading Dock Start Time:	Parked at Loading Dock End Time:	Vehicle Size	Meeting Space

LOAD-OUT

Date	Parked at Loading Dock Start Time:	Parked at Loading Dock End Time:	Vehicle Size	Meeting Space

Address: 1630 Rusk Street, Houston, TX 77010

- Two Bays with Two Docks Each
 - Bay 1: Accommodates trailers up to 45' in Length
 - Bay 2: Accommodates trailers up to 53' in Length
- Vehicles are not permitted to extend beyond Bay Entry into Pedestrian Traffic or Light Rail Traffic
- Each Dock is fitted with an Electronic Dock Leveler (Dock Plate). These Levelers do not lower to ground level. Please deliver items in Vehicle at Dock Height
- Parking is prohibited in Loading Dock Space. Any Vehicle left unattended will be subject to Towing at Group's Cost and applied to Group Master Invoice
- Hotel does not supply Carts, Hand Trucks or other Equipment. This is the responsibility of the Company/Vendor/Contractor. **All carpet must be covered with a visqueen/polytak plastic type of surface during move-in and move-out.**
- All Company/Vendor/Contractors utilizing Loading Dock will be required to submit a Certificate of Insurance and Indemnification Form to the Event Manager prior to Load-in/Load-out. Please see Event Manager for more details
- Only Electric Driven Equipment (Forklifts, Scissor Lifts, Pallet Jacks, etc.) are permitted on the Loading Dock. Fuel Powered Equipment can be used in Bays but must be stored outside of Hotel at Owner's Risk
- Hotel has One Freight Elevator for Group Load-in/Load-out with the following capacity:
 - Dimensions: 114" X 114" X 288"; Weight Capacity: 18,000 lbs
- **Reservation Requests for Load-in/Load-out are subject to the following fees:**
 - **\$45.00 per hour plus Tax with 14-Day Advance Agreement**
 - **\$55.00 per hour plus Tax within 14-Day Notice**

I, _____ (Group Contact), Understand and Agree to the above Terms and Conditions regarding use of Marriott Marquis Houston Loading Dock Area.

