



Security Lock Order Form

DATE PROCESSED:
CONVENTION/MEETING:
ORGANIZATION:
SERVICE MANAGER:
KEY CONTACT:
MASTER ACCOUNT/ROOM #:

Table with 5 columns: LOCATION/ROOM, INSTALLATION DAY/DATE, # OF KEYS NEEDED, REMOVAL DATE/TIME, COST. Includes rows for data entry and a TOTAL row.

- ALL ORDERS WILL BE PROCESSED NO LATER THAN 7 DAYS PRIOR TO THE INSTALLATION DATE
• THE FEE FOR THE ABOVE REQUESTED SERVICE IS \$40.00 PER LOCK, PER ROOM. THIS INCLUDES FIVE KEYS FOR THE CLIENT'S USE. ADDITIONAL KEYS ARE \$1.00 EACH.
• WHERE APPLICABLE, BACK DOORS MAY BE LOCKED WITH CHAIN AND PADLOCK UPON REQUEST.
• UPON INSTALLATION OF THE NEW LOCK, YOUR HILTON CONTACT WILL ISSUE YOUR REQUESTED NUMBER OF KEYS BY SERIAL NUMBER. YOU WILL BE ASKED TO SIGN FOR YOUR ACCEPTANCE OF THESE KEYS.
• NO ADDITIONAL KEYS WILL BE MADE NOR WILL ACCESS BE GIVEN TO THE ROOM WITHOUT YOUR CONSULTATION AND APPROVAL THROUGH YOUR SPECIFIED HILTON MANAGEMENT CONTACT.
• PLEASE BE AWARE THAT IT IS THE RESPONSIBILITY OF THE KEY HOLDERS TO ENSURE THAT ALL DOORS ARE PROPERLY SECURED BEFORE EXITING THE MEETING ROOM. YOU WILL BE INSTRUCTED ON PROPER USAGE OF THE LOCK SYSTEM UPON RECEIVING YOUR DESIGNATED KEYS.

BY SIGNING BELOW, I AUTHORIZE THE HILTON NEW ORLEANS RIVERSIDE TO CHANGE THE ABOVE LISTED MEETING ROOM LOCKS. I HAVE READ AND UNDERSTAND THE LOCK PROCEDURES OUTLINED ABOVE AND ASSUME FULL RESPONSIBILITY FOR THE CONTENTS OF EACH ROOM.

Authorized Signature

cc: CREDIT (2 COPIES)
FACILITIES MANAGER
DIRECTOR OF SECURITY