

WESTMINSTER BRIDGE LONDON

We are pleased to advise you of the Hotel's instructions regarding any deliveries that you would like to make in relation to your event.

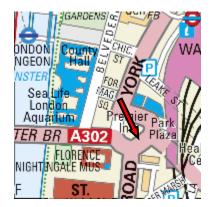
We would ask that you kindly read the below points which have been put together to ensure that there is no confusion in respect to the receipt of any delivery and that all such deliveries are passed to the organisers of our events in the most efficient manner possible.

- Please ensure that all items are clearly labelled with the following information
 - Name of your company
 - Name of the event
 - Date of the event
 - Main room of the event
 - o For the Attention of Giorgia Rigodanza
 - o Part number (eg: part 1 of 6)

This should be printed in large print (point size 28 or larger) on an A4 piece of paper and stuck on every individual box being delivered. Please see the template attached.

- Where items are being couriered from overseas, it is vital that <u>your company</u> name
 is listed first and <u>not the Hotel</u>, to prevent delays clearing through customs. The
 Hotel cannot pay or accept any duties or taxes due as a result of importation. Failure
 to ensure paperwork is correct, will delay delivery and clearance through customs.
- Please make all deliveries sent no earlier than 2 working days prior to your event.
 We will of course receive deliveries on a Friday for events to be held on a Monday (or Tuesday if following a Bank Holiday).
- Please ensure that all deliveries are scheduled to arrive between 10.00am and 4.00pm on the date of delivery.
- Delivery should be made to Receiving Bay on Westminster Bridge Road, at rear of the Hotel, our address is 200 Westminster Bridge Road, London SE1 7UT.

https://goo.gl/maps/mG1wkb64Pf72



 Please ensure to advise your event manager of exactly how many items will be delivered, date of delivery and the name of your delivery company in advance of the delivery date so that they advise the relevant departments who can be prepared to receive and store the items in readiness for your arrival.

- Please note that the loading bay cannot accommodate an articulated sized lorry (the maximum size is 18Tonnes) and the maximum clearance height for all vehicles is 3.9m.
- Please note that regrettably we are unable to allow any vehicle to park in the Loading Bay area other than for the purposes of unloading and the loading of vehicles. All arrivals must report to the Loading Bay Supervisors or Security Office upon arrival.
- Please pass the above details on to any 3rd party who is working on your behalf so that we can ensure that their deliveries are managed in the appropriate manner.

We would respectfully advise you that should the above not be adhered to then regrettably due to the volume of general deliveries the hotel receives the Loading Bay may have to turn your delivery away. Should this occur then the hotel will not be responsible for any associated costs incurred by you.



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Should you wish for us to store items for collection by your courier at a later date we would ask that you take note of the below requests

• All items are to be clearly labelled with the following details

Stand or Company name
Contact Name
Contact Telephone Number
Part number (1 of 6)
Collection Date
Collector Courier Name

Destination

- Please arrange for collection to be within 48 hours of your event concluding unless this falls on a Bank Holiday in which case the items can be collected on the following working day
- Collection should be made after 10.00am.
- Please note that if the items are not collected within this time then regretfully
 the venue may have to dispose of the items unless alternative arrangements
 have been confirmed in writing in advance. Any charges associated with this
 disposal will be fully chargeable to YOU at a minimum rate of £350.00 plus VAT

Many thanks for your kind consideration in regards to the above. Naturally should you have any questions please do call your Event Manager.



Company Name: Your company name

Event Name:

Event Date:

Function Room:

For the Attention of: Giorgia

Rigodanza

Part Number: of