PARK**PLAZA**

VICTORIA LONDON

Deliveries

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:

- Please ensure that all items are clearly labelled with the following information. Please see below for a **delivery label template** of this which can be affixed to your boxes. Please ensure the labels are large print and are on every box being delivered.
  - o Name of your company
  - o Name of the event
  - o Date of the event
  - o Main room of the event
  - o For the Attention of **(Elis Mihaylova – Meetings and Event Planning Manager, Park Plaza Victoria London)**
  - o Part number (e.g.: part 1 of 6)
- Please ensure any delivery is not sent more than **2 working days prior to your event.**
- Please ensure that all deliveries are scheduled to arrive between **10.00am** and **4.00pm** on the date of delivery.
- 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.

Collections

Should you wish to leave any items at the Hotel following your event, we kindly ask you to pay attention to the below points:

- We will endeavour to take care of your belongings, however in the case of any loss or damage, Park Plaza Victoria London cannot accept any responsibility.
- For any items you wish to leave, please contact the Floor Manager or the M&E Coordinator whilst onsite who will have your items moved to a storage area for you.
- Please fill out a **Post Event Storage Procedure Form** below (This can be provided for you onsite if required). Items left without a post event storage procedure form will not be stored by Park Plaza Victoria London.
- Due to limited storage space please ensure that all collections are organised within 1 working day after your event unless otherwise agreed.
- Items stored for longer than 7 days after the event will be disposed.
- The courier must provide the full company's name and number of boxes that are being collected. The Hotel reserves the right to decline collection if sufficient information is not provided.
- Please make sure that all shipping charges are settled before the delivery/collection as the Hotel cannot be responsible for settling those charges.
- Please ensure that all documentation attached concerning the pickup e.g. 'Way bills;, 'Air Waybills' and 'Air Consignment Note' are correctly filled out and signed. Park Plaza staff are not authorized to fill out or sign any of those documents

Address:
Park Plaza Victoria London
239 Vauxhall Bridge Rd
Pimlico
London
SW1V 1EQ

Company Name:

Event Name:

Event Date:

Function Room:

For the Attention of:

Part Number: of

Should you wish to leave any items at Park Plaza Victoria London following your event, please complete a 'Post Event Storage Form' and contact a member of staff who will have your items moved to a storage area. Items left without a 'Post Event Storage Form' will not be stored by Park Plaza Victoria London.

We will endeavour to take care of your belongings, but in case of any loss or damage Park Plaza Victoria London cannot accept any responsibility.

The courier must provide the company name, client name, return delivery address and number of items that are being collected. Park Plaza Victoria London reserve the right to decline collection if sufficient information is not provided.

Please ensure that all shipping charges are settled before the collection and all documentation (e.g. air waybills or air consignment notes) is attached to the items.

Any items that are not collected within one week of the event date will be disposed, unless alternative arrangements have been confirmed in writing. Any charges associated with the disposal will be fully chargeable to you at a minimum rate of £350 plus VAT.

PARK PLAZA

Post Event Storage Form

Date: _____

Name of event: _____

Company name: _____

Name of client: _____

Return delivery address: _____

Telephone number: _____

Email address: _____

Items: _____

Quantities and specifications (e.g. 1 x box, 2 x banners)

Collection date: _____