

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.

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:

For the Attention of: **Agha Abbas**

Part number (*e.g. 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.
- 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 **10.00 am** and **4.00 pm** 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>



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- 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.

Please Note: 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.

COLLECTIONS

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 **10.00 am**.
- 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:

Event Name:

Event Date:

Function Room:

For the Attention of: **Agha Abbas**
Meeting & Events Planning

Part Number: 1 of 10

Advice for drivers accessing Loading Bay

- Vehicles are permitted into Loading Bay to unload and load, no parking is permitted as the area is in constant use and deemed within the property by London Fire Brigade.
- Please note articulated trucks are not permitted in the loading bay, the maximum truck size is 18 tonnes, which is imposed to allow Hotel deliveries to continue whilst You are unloading, unless otherwise permitted in writing by the Hotel. Also please note the maximum height is 3.9m.
- No vehicular waiting is permitted around or on perimeter of the Hotel, whilst waiting for access to Loading Bay. At no time are drivers permitted to park or block Transport for London designated cycle lane adjacent to the Hotel, which Loading Bay entrance and exit intersects with drivers will be subject to penalty by Transport for London under Highway Code Rule 140 for any offences.
- It is advisable to ring Security about 10 minutes prior to arrival at Loading Bay, to ensure shutters are open and Loading Bay is clear for arrival. For peak times, it is especially important to ensure clear access can be provided. Our 24-hour security number is 020 7620 7224.

