|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Room Drop & Porterage Request Form | | | | | | | | | | |
| Delivery Date(s) Requested: |  | | | | Delivery Rooming List Attached: | | | Yes  No | | |
| Authorized Signee Name (s): |  | | | | | | | | | |
| Authorized Signee Email: |  | | | | | | | | | |
| Group Name: |  | | | | | | | | | |
| Catering/Convention Services Manager: |  | | | | | | | | | |
| Post to: |  | Master Acct: |  | GuestRoom | |  | CreditCard | |  | Cash |

Porterage Fees and guidelines are as follows:

|  |  |
| --- | --- |
| Item(s) handed to guests upon arrival at the front desk (storage beginning at 7am day of delivery) | $3 |
| Item(s) delivered to guest room (storage beginning at 7am day of delivery). Deliveries will occur between 5PM – 7PM on day of arrival unless prearranges with a Hyatt Centric Representative. | $5 |
| Luggage Delivery AND Retrieval (Round-trip) | $8 |

* All packages, gift bags, etc must be assembled before being delivered to the property. Any assembly required by the staff may result in additional fees.
* Deliveries to rooms occur between 5pm and 7pm on the day of arrival unless prearranged with the Front Office Manager.

By signing below, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I am a representative of group

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and I understand and authorize porterage fees to be applied to the form of payment specified above.

Authorized Signee:

|  |  |  |
| --- | --- | --- |
| Print |  | Date: |
| Signature  Front Office Manager: |  | Date: |
| Print |  | Date: |
| Signature |  | Date: |