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|  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: |[ ]  Guest Room |[ ]  Credit Card |[ ]  Cash |

Porterage Fees and guidelines are as follows:

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| 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:

|  |  |  |
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| Print  |  | Date: |
| SignatureFront Office Manager: |  | Date: |
| Print |  | Date: |
| Signature |  | Date: |