

SEA CREST

BEACH HOTEL

We are pleased to announce that the Sea Crest Beach Hotel has established a new package handling procedure. All packages will be brought to the function room the event is being held in. See below for handling and storage fees.

Please review all package handling information

Incoming Package Handling Fees

Prices are based on the weight of each item.

Approval of this form and payment of handling fees needs to be in place prior to receiving any packages.

No packages are to be received at the hotel more than 3 days prior to your event

Minimum Weight Pounds	Maximum Weight Pounds	Charge (US)
0	25	\$25
26	Over	\$50
Crates	Requires manager approval	\$75
Pallets	Requires manager approval	\$100

Outgoing Package Handling

All outgoing packages must have shipping labels and be called in for pick-up.

Outgoing packages will be moved from the function room to the loading dock for pick-up.

The Shipper's Return Address should include shipper's name, address and telephone number.

Multiple packages within a single shipment must be numbered in sequence (1 of 3, 2 of 3, 3 of 3).
Boxes over 50 pounds should be labeled as such to avoid injury to staff (both yours and ours).

Storage Fees

No packages will be accepted/ signed for more than 3 days prior to an event.

Labeling

Please label EACH box as outlined in the example below:

Hold for Arrival - Group Name and Event Dates

Name of On-Site Person to receive the Shipment

c/o Megan Boria

Sea Crest Beach Hotel

350 Quaker Road

North Falmouth, MA 02556

Box _____ of _____ (*Multiple boxes MUST be numbered*)

ALL SHIPMENT INFORMATION MUST BE SUBMITTED IN WRITING VIA THIS "NOTIFICATION OF INCOMING SHIPMENTS" FORM.

If packages are not properly labeled as noted above, the Sea Crest Beach Hotel is not liable for proper package delivery to the event space, prior to your arrival.

PLEASE NOTE THAT THE SEA CREST BEACH HOTEL IS NOT RESPONSIBLE FOR ANY DAMAGED BOXES, UNDELIVERED BOXES OR SPLIT SHIPMENTS OF MULTIPLE BOXES AS THESE ARE THE RESPONSIBILITY OF THE SHIPPING CARRIER

SEA CREST
BEACH HOTEL

PLEASE EMAIL THIS FORM TO CONFERENCE PLANNING MANAGER
Megan Boria, mboria@seacrestbeachhotel.com 508-356-1259

Group Name: _____

Dates of Event: _____

Exhibitors Name: _____

Phone Number: _____

Email Address: _____

Please Choose One

- Visa
- MasterCard
- AMEX
- Discover

Name on Card: _____

Card Number: _____

Expiration Date: _____

Total weight and number of packages:

Total Charged: _____

THIS FORM WILL BE USED BY THE CONFERENCE PLANNER OF SEA CREST BEACH HOTEL AND
PROPERTY SHREDDED/DISGAURDED AFTER CHARGED

If mailing check, please make payable to Sea Crest Beach Hotel

Mail to:

Sea Crest Beach Hotel

ATTN Megan Boria

350 Quaker Road North Falmouth, MA 02556