

PACKAGE DELIVERY INFORMATION

Packages may be delivered to the Hotel within 48 hours of the date of the function. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping. There will be a \$5.00 per box, incoming and \$5.00 outgoing handling charge for all boxes processed by our Security Department. The hotel does not accept pallet or crate deliveries. Shipping and receiving hours are 7:00am-4:30pm Monday through Friday. Any Boxes received or shipped on Saturday or Sunday will incur an incoming and outgoing, \$10.00 per box handling fee. Should special arrangements for delivery be necessary, please contact your Conference Services Manager. The following information must be on all packages to ensure proper delivery:

ATTENTION:
Contact Phone:
Group:
Arrival:
Property Address: 60 School Street, Boston, MA 02108
Convention Services Manager: Robert Brand
Sales Manager Phone/Email: (617) 725-1648, Robert.Brand@omnihotels.com
Number of Boxes:

A storage fee of \$10.00 per box per day will apply for any boxes received prior to 48 hours of the first function. This storage fee will also apply to each empty packing container stored during the function. The Omni Parker House is not in any way liable for the contents of these packages.