**Parking Instructions**

In each of our parking meters there will be a sign informing the procedure the group should follow with regards to payment (**pay at meter** *or* **register at function room**).

**Guest Pay Own - Pay at meter:** The guest must pay for their parking at the meter. They must have the license plate number in hand as they will need this information when using the machine. Keep the receipt as it’s not necessary to display it in the car.

**Parking to Master - Please register at Function Room:** The guest must go to the registration desk of the meeting he/she is attending and sign up using our parking sheet. Their name and license plate number is required. A hotel representative will collect the sheet at around 10am and take it to the front desk. (If the meeting starts later than 10am we will wait for the meeting to start and then collect it and bring it to the front desk).

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**Mistakenly paying for parking:**

In some cases, the guest may pay for parking at the meter when they had complimentary parking /parking charges to the master. If that occurs, they must still **sign up using the parking sheet**. They should keep the receipt of payment **and bring it to the front desk at the end of the day** so they can be reimbursed.