



Package labels should be addressed as follows:

The Dean Hotel
122 Fountain St.
Providence, Rhode Island, 02903
PLEASE HOLD FOR GUEST ARRIVAL
Guest Name
Arrival Date

Packages arriving within 3 Days of Arrival

One (1) small to medium package (20in x 20in) up to 20 lbs is free per guest room. Each additional package up to 20 lbs* will be charged \$5. Packages weighing 21 - 40 lbs* will be charged at the rate of \$10 per package. Oversized / Overweight package receiving will need to be arranged with the hotel prior to arrival. No pallet deliveries will be accepted. We reserve the right to refuse any package upon delivery and request it be returned to sender.

Packages Arriving more than 3 Days Prior to Arrival

Due to limited storage space, we request that shipments NOT arrive any earlier than three (3) days prior to arrival.

Each package arriving ahead of the 3 day window, up to 20in x 20in and 20lbs in weight, will be subject to a \$25.00 acceptance fee in addition to the standard \$5.00 per package storage fee.

Packages weighing 21 - 40 lbs* will be charged at the rate of \$10.00 per package, in addition to the \$25.00 acceptance fee.

Overweight package receiving will need to be arranged with the hotel prior to arrival. No pallet deliveries will be accepted. We reserve the right to refuse any package upon delivery and request it be returned to sender.

Packages continuing to be held by the Front Office once a guest checks-in will be subject to an additional \$5.00 per package storage fee.

Ship Out Handling Fees:

It is suggested that guests arrange their own shipping to and from the hotel. Should you require assistance, The Dean can ship for you via Fed Ex and charge to the card on file at the time the shipment is prepared. Please note that we reserve the right to compound this charge prior to check-out.

*Package weights are as listed on packing slips