

SHIPPING/RECEIVING

Business packages or materials may be sent to the Hotel prior to your arrival. We will receive them on your behalf and have them in safekeeping until your check-in, at which point Group can retrieve them or request them to a guest room or event space. As a guide, for both business and personal packages, please address the packages as follows:

ATTN: GUEST NAME (PERSONAL) & HOLD FOR [ARRIVAL DATE]

or

GROUP NAME/ATTENTION OF BUSINESS & HOLD FOR [ARRIVAL DATE]

Hyatt Regency Lake Washington

1053 Lake Washington Blvd N.

Renton, WA 98056

Deliveries will be accepted 3 business days prior to your arrival or event date. \$5.00 per box and/or \$100.00 per pallet will be charged as a handling fee to your guest room or event master account.