



Thank you for your transfer request. Please provide the following information in order for us to confirm your transfer request as soon as possible.

*Please note that by booking on behalf of the passenger you are responsible for making them aware of the procedures below. If the passenger has not been notified you will be liable of all costs including waiting time. All transfer charges will be billed to the guests room account upon arrival.

Private Car Hire Request Form

Name of guest to be picked up				
Tel. for guest to be picked up				
Date of Pickup				
Time of Pickup				
Pickup Point				
Airport and Terminal/ Station				
Airline and Flight No./ Train				
Destination				
Charge				
Tel. Park Plaza Riverbank concierge	++44-(0)20 7769 2501			
Car Type (please circle)	Saloon	Luxury	MPV	Minibus

Please consider your amount of luggage carefully when selecting a vehicle

Credit Card Details

Name														
Credit Card No.														
CCV														
Signature														

- Luxury Saloon (3 Persons, 2 Cases, 2 Hand Luggage)
- Luxury Saloon (3 Persons, 2 Cases, 2 Hand Luggage)
- Viano MPV (6 Persons, 4 Cases, 2 Hand Baggage)
- Viano MPV (6 Persons, 4 Cases, 2 Hand Baggage)
- (Special Request) Viano MPV (8 Persons, 6 Cases, 2 Hand Luggage)
- (Special Request) Viano MPV (8 Persons, 6 Cases, 2 Hand Luggage)

Please note that cancellations must be made at least 24 hours prior to the date of the booking

Pricing

Airport	Distance	Journey Time Approximately	Saloon "E Class"		Luxury "S Class"	MPV (6Persons)	Minibus (8Persons)
			IN	£85	£105	£ 105	£135
Heathrow	17.5m 28.1km	60 minutes	OUT	£75	£95	£95	£125
			IN	£115	£145	£125	£165
Gatwick	26.4m 42.5km	80 minutes	OUT	£105	£130	£115	£150
			IN	£70	£105	£105	£135
London City	9.5m 15.2km	45 minutes	OUT	£60	£95	£95	£125
			IN	£125	£155	£135	£175
Luton	34.4m 55.5km	80 minutes	OUT	£115	£140	£125	£160
			IN	£125	£155	£135	£175
Stanstead	36m 58km	105 minutes	OUT	£115	£140	£125	£160
			IN	£125	£155	£135	£175

PLEASE NOTE, FOR LHR TRANSFERS TO/FROM TERMINAL 5, THERE IS AN ADDITIONAL £10 COST

STATION

Train Station	Distance	Journey Time Approximately.	Type of Vehicle.	Prices To Station	Prices To Pick up
EUSTON	3.3mi	20 minutes	SALOON	£30.00	£40.00
			8 SEATER	£50.00	£60.00
			VIANO	£40.00	£50.00
PADDINGTON	4.1mi	25 minutes	SALOON	£30.00	£40.00
			8 SEATER	£50.00	£60.00
			VIANO	£40.00	£50.00
LIVERPOOL ST.	3.7mi	17 minutes	SALOON	£35.00	£45.00
			8 SEATER	£60.00	£70.00
			VIANO	£50.00	£60.00
KING CROSS/ST. PANCRAS	3.5mi	22 minutes	SALOON	£30.00	£40.00
			8 SEATER	£50.00	£60.00
			VIANO	£40.00	£50.00
WATERLOO	1.1mi	7 minutes	SALOON	£20.00	£30.00
			8 SEATER	£45.00	£55.00
			VIANO	£35.00	£45.00
VICTORIA	1.4mi	15mi	SALOON	£27.00	£37.00
			8 SEATER	£45.00	£55.00
			VIANO	£40.00	£50.00

The Chauffeur will be waiting at the arrival exit holding a name board displaying the passenger's name.

IN THE UNLIKELY EVENT THE PASSENGER IS UNABLE TO LOCATE THE CHAUFFEUR THEY SHOULD CALL THE CONCIERGE ON 020 7 769 2501. PLEASE BE ADVISED THAT IF THE HOTEL IS NOT CONTACTED IN THIS INSTANCE, THE PASSENGER/THIRD PARTY MAY BE LIABLE FOR TRANSFER CHARGES INCLUDING WAITING TIME, Park Plaza Riverbank London and Plaza on the River WILL NOT BE LIABLE FOR ANY COSTS INCURRED.

We look forward to extending true hospitality at the Park Plaza Riverbank London and Plaza on the River.
Regards,

Concierge Team.