

You requested travel instructions for **Bay Head Yacht Club**

Please read the instructions below and follow them accordingly. If you should have questions please ask before you book your travel. Neither PGI nor Bay Head Yacht Club assume any responsibility for money lost due to incorrect travel arrangements made because of your lack of attention.

IF YOU FLY

CONTACT PERSON WHILE YOU TRAVEL

In case you miss your flight, or the flight is delayed, the person with whom you need to communicate is:

Name: **Holly Bilotti**

Email: hbilotti@bayheadyachtclub.org

Work Phone: **(732) 899-2000**

Mobile Phone: **(732) 278-4198**

Note: *Please contact **Holly Bilotti** above during your travel in case you are delayed or if you miss your flight. For fastest contact please use text. If you use email, please copy Mr. Petrina at pp_petrina@petrinagroup.com so he is kept in the loop.*

BEST AIRPORT TO FLY INTO

Newark (EWR)

RECOMMENDED DAYS TO ARRIVE ON:

Mondays or Tuesdays

Note: *if you cannot fly on the days above, please email **Holly Bilotti** above with the date that you intend to travel on. Please copy Mr. Petrina to the email. Please do not book your ticket until you have received confirmation from **Holly Bilotti** or Mr. Petrina that your intended date is accepted.*

PREFERRED TIME INTERVAL TO ARRIVE ON:

Late morning or early afternoon, no later than 3 pm

Note: *Please make sure that your flight does not land after 3 pm as it would make picking you up at the airport difficult, in which case you may need to take a taxi / Uber to the club at your own expense.*

NAME OF PERSON PICKING YOU UP

Artie Keenan

Mobile: **(908) 902-0881**

WHAT TO DO BEFORE AND AFTER YOU LAND:

Before your flight takes off text Artie and provide an accurate arrival time (if you need to please ask your flight attendant for an updated estimated arrival time)

After you have landed and collected your bags, please text Artie. He will provide instructions on where he will pick you up.

Note: if airport pick-up cannot be made either because Artie Keenan is not available, or because your flight arrives later in the evening, you are directed to take an Uber / Taxi and make your way to the employer at the address below. The employer will reimburse you for the cost if you Uber from the airport indicated above (Newark (EWR)). Please save the receipt and submit it promptly to Holly Bilotti.

Bay Head Yacht Club
111 Metcalfe Street
Bay Head, New Jersey 08742

FINAL THOUGHTS:

We prefer to stay away from travel times that overlap rush hour

IF YOU DRIVE

CONTACT PERSON DURING TRAVEL PERIOD

(this will be the person who you must communicate with during your travel in case you encounter problems such as accidents, delays, mechanical problems. Etc.)

Name: **Holly Bilotti**

Email: hbilotti@bayheadyachtclub.org

Work Phone: **(732) 899-2000**

Mobile Phone: **(732) 278-4198**

Note: *For fastest contact please use text. If you use email, please copy Mr. Petrina at pp_petrina@petrinagroup.com;*

RECOMMENDED DAYS TO ARRIVE ON:

Mondays or Tuesdays

Note: *If you cannot arrive on the days above please email Holly Bilotti above with the date that you intend to arrive on. Please copy Mr. Petrina to the email. Please wait for confirmation from Holly Bilotti or Mr. Petrina that your intended date is accepted before making final travel plans.*

PREFERRED TIME INTERVAL TO ARRIVE ON:

late morning or early afternoon, no later than 3 pm

Since you will be driving yourself please plan to arrive no later than 3 pm to allow enough time for processing of your employment documentation and check-in.

ADDRESS FOR THOSE WHO WILL DRIVE

The address where you need to go to is:

**Bay Head Yacht Club
111 Metcalfe Street
Bay Head, New Jersey 08742**

WHAT TO DO UPON ARRIVAL

Text Holly Bilotti at least 3 hours before your estimated arrival time at the club and let her know so she can prepare for your arrival, and communicate any last minute instructions to you.

Upon arriving at the club, please go to the Main office and ask for Holly Bilotti.