

You requested travel instructions for **Sunningdale Counry 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 Sunningdale Counry 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: **Justin Terry**

Email: jterry@sunningdale.org

Work Phone: (914) 723-3200

Mobile Phone: (315) 222-8500

Note: *Please contact **Justin Terry** 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

Westchester County Airport (HPN)

RECOMMENDED DAYS TO ARRIVE ON:

Tuesday, Wednesday, Thursday, Friday, Saturday or Sunday

Note: *if you cannot fly on the days above, please email Justin Terry 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 Justin Terry or Mr. Petrina that your intended date is accepted.*

PREFERRED TIME INTERVAL TO ARRIVE ON:

9:00am - 6:00pm

WHAT TO DO BEFORE AND AFTER YOU LAND:

Due to the close proximity to the Westchester Airport, once you arrive and collect your bags you are directed to take an Uber / Taxi and make your way to the employer at the address below.

If you do not wish to use Uber, here are some taxi companies that you can consider: Arrow 1 Taxi (+1-914-644-8811), Splendid Taxi (+1-914-949-1333), and Greenburgh Taxi (+1-914-592-4949).

The employer will reimburse you for the cost if you Uber from the airport indicated above (**Westchester County**). Please save the receipt and submit it promptly to **Justin Terry**. Reimbursements will not be made if you take the Uber / Taxi from other airports.

Sunningdale Counry Club
300 Underhill Rd
Scarsdale, New York 10583

FINAL THOUGHTS:

I would like to Add Marcos Sanchez, our Food & Beverage Director as a contact person.

Email: msanchez@sunningdale.org

Tel: 914-396-0265

Marcos lives on site and is able to meet arriving employees if Justin is unavailable.

Have the driver or yourself park in the back parking lot and call either Marcos sanchez or Justin Terry upon arrival. If neither of them answer their cell phone, call the club directly.

The back parking lot is located closer to staff housing than our front parking lot. We will meet you in the parking lot, then show you to your room, and give you your key.

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: **Justin Terry**

Email: jterry@sunningdale.org

Work Phone: **(914) 723-3200**

Mobile Phone: **(315) 222-8500**

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:

Tuesday, Wednesday, Thursday, Friday, Saturday or Sunday

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

PREFERRED TIME INTERVAL TO ARRIVE ON:

9:00am - 6:00pm

Since you will be driving yourself please plan to arrive no later than 6 pm to allow enough time for check-in.

ADDRESS FOR THOSE WHO WILL DRIVE

The address where you need to go to is:

**Sunningdale Country Club
300 Underhill Rd
Scarsdale, New York 10583**

WHAT TO DO UPON ARRIVAL

Please text Justin Terry or Marcos Sanchez at least 3 hours before arriving at the club to provide them with an accurate time of your arrival.

The contact information for Marcos Sanchez is:

Email: msanchez@sunningdale.org

Tel: 914-396-0265

Marcos lives on site and is able to meet arriving employees if Justin is unavailable.

Upon arrival at the club, please park in the back parking lot and call either Marcos Sanchez or Justin Terry upon arrival. If neither of us answer our cell phone, call the club directly.

The back parking lot is located closer to staff housing than our front parking lot. We will meet you in the parking lot, then show you to your room, and give you your key.