

Xanadu, HPR

Parking Procedures and Regulations

Parking at Xanadu, HPR is by permit only.

1. There will be no charge for guest passes.
2. All passes should be requested via email so that IMC can keep record. Pass requests may be emailed to FrontDesk@IMCHHI.com or faxed to 843-785-3901. *IMC WILL NOT ISSUE PASSES WITHOUT OWNER OR RENTAL COMPANY REQUEST FIRST.*
3. When requesting passes, please include the following information: OWNER NAME, VILLA NUMBER, # OF PASSES (See #6), AND WHETHER OR NOT YOU WOULD LIKE PASSES TO BE LEFT IN THE "AFTER HOURS" PICK UP – **SEE #4 FOR INFORMATION ON AFTER HOURS PROCEDURE**
4. For renters coming in before or after IMC business hours, there is an "after hours" slot outside of our office where the requested passes are placed in an envelope with the last name and date of arrival. Renters may pick up their passes at any time. **Placing the passes in the "after hours" slot must be requested at the time the pass request is sent.**
5. Owners/Rental agents should request passes in a timely manner to give IMC the opportunity to prepare the passes for pick up. (Rental agents must provide 24 hours notice; if multiple passes are requested, we ask for a 3 day leeway – especially during the peak rental season) Obviously, there will be last minute bookings. We will do what we can to accommodate the request. If a last minute booking occurs, the owner/rental company should email FrontDesk@IMCHHI.com as soon as possible and request the passes. If the request is sent overnight or over the weekend, IMC will make up a pass the next business day.
6. The number of passes that can be issued for each villa is as follows: two (2) passes for studio and 2 bedrooms, and three (3) passes for a 3 bedroom. Passes may be issued in any increment up to 6 months. Any renter staying longer than 6 months must obtain a parking decal from IMC Resort Services, Inc. To obtain a decal, a lease, driver's license, proof of insurance and registration must be brought into the office.
7. No blank passes will be issued.
8. Owners are encouraged to obtain a 24 hour hangtag which may be picked up at the IMC office. These hangtags are intended for occasional legitimate guests of a villa (only while the villa owner or resident is present). They are not intended for vacation rentals or friends who want a good parking spot for the beach! Only one hangtag per villa may be issued. Loss of this pass may result in possible purchase of a replacement.
9. Guests/renters should come into the IMC office to report a lost pass. The original pass will be marked "void" and a new pass will be issued. If a pass is lost over the weekend, please stop by the IMC office during the next business day to obtain a new pass.
10. A twenty four (24) hour – (not including weekends or major holidays) – compliance notice will be posted on any vehicle in violation of the above rules. Any vehicle having received notice, which continues to be illegally parked, will be towed at the vehicle owner's expense without further notification.

All parking passes may be obtained from IMC Resort Services, Inc. between the hours of 8:30 am to 4:30 pm Monday through Friday or right outside the office door for after hours pick up (provided arrangements have been made ahead of time) at the following location:

2 Corpus Christi #302 Hilton Head Island, SC 29928

Ph: 843-785-4775 Fax: 843-785-3901 www.IMCResortServices.com