



# PROCEDURE

## Purchase of the parking subscription in cash desk in the Adgar Park West complex

**Buying a subscription for Agar Park West parking is possible in the automatic cash desk at front of the "A" building and in the automatic cash desk under the building "B" at the -1 level.**

To purchase the selected subscription, press the appropriate button on the screen of the automatic cash desk.

- "GROUND LEVEL 90 DAYS" - the purchased subscription entitles you to use the ground level parking within 90 days from the date of purchase
- "UNDERGROUND 90 DAYS" - the purchased subscription entitles you to use the underground parking within 90 days from the date of purchase
- "GROUND LEVEL 30 DAYS" – the purchased subscription entitles you to use the ground level parking within 30 days from the date of purchase
- "UNDERGROUND 30 DAYS" - the purchased subscription entitles you to use the underground parking within 30 days from the date of purchase

### **II. Ticket purchase and further proceedings.**

1. After selecting the appropriate button on your screen there will appear a message asking you to pay in accordance with the applicable price list (see the appendix no. 1)
2. Payment can be in cash or by a credit card In order to obtain a receipt from the automatic desk cash please select the option "PARAGON".
3. After payment acceptance, the cash desk will print out a temporary time ticket which will entitle its holder to enter and leave parking during 72 hours after the payment. If the entrance to parking took place on the same day by using a single ticket, then the temporary ticket, obtained from a cash desk, may be used for the parking traffic, until ADGAR issues the subscription on its proximity card.



4. In order to encode subscription on the proximity card please send, within 48 hours, photo or scan of the time ticket received from the cash register along with the car number plate to the email address [parking@adgar.pl](mailto:parking@adgar.pl)
5. After receiving feedback information the drive through the parking barriers will take place with proximity card and number plates.

### **III General regulations for the use of parking**

1. To enter the parking during the first 72 hours of subscribing please use the time ticket received from the automatic cash desk.
2. After the above mentioned time, the access to parking will be encoded on the specified proximity card From this moment you can drive around the parking exclusively by the card and complementarily the submitted license plate.
3. The car park user is obliged to familiarize and comply with the parking regulations for private individuals subscribing to a parking ticket and comply with general parking regulations.
4. The user can not suspend his/hers subscription while he/she is away from work.
5. Subscriptions are not subject to termination or return

**If you have questions or problems with the purchase of tickets, please contact technical support of Adgar Park West. or security service at every building reception.**