

Host Reservation Authorization Form



To be completed by host

HOST INFORMATION		
Host Name	EE#	
Property	Date of hire	
Email Contact	Phone Number	
RESERVATION INFORMATION		
Property		
Confirmation Number	Rate \$	Number of rooms (Max 2 rooms per booking)
Check-in Date	Check-out date	Number of room nights (Max 7 nights per booking)
Name: Immediate family member	Relationship to host (legal spouse/significant other, children/step-children, parents, siblings)	
Name: Immediate family member	Relationship to host (legal spouse/significant other, children/step-children, parents, siblings)	
Name: Immediate family member	Relationship to host (legal spouse/significant other, children/step-children, parents, siblings)	
Name: Extended family & friends	Relationship to host (grandparents, in-laws, aunts/uncles, cousins, friends)	
Name: Extended family & friends	Relationship to host (grandparents, in-laws, aunts/uncles, cousins, friends)	
Name: Extended family & friends	Relationship to host (grandparents, in-laws, aunts/uncles, cousins, friends)	

To be completed by Human Resources / Executive Office

PRINT NAME	Human Resources / Executive Office authorization	Phone number
SIGNATURE	Human Resources / Executive Office authorization	Date

The OUTRIGGER Host Rooms Discount Program provides discounted rooms at participating hotels to eligible Hosts, family members, and friends. This benefit is available to all Hosts after completion of the Host's introductory period. Hosts must be actively employed at the time of booking and stay to participate. Based on availability, hosts are eligible to book a maximum of 2 rooms per booking, up to 7 discounted room nights per room. Multiple bookings at various properties over the same dates are not allowed.

Host Discounted Room Rates (EMEE) are available to eligible Hosts and immediate family members (legal spouse/significant other, children/step-children of the host, parents and siblings). Hosts, legal spouse/significant other, children/step-children of the host are not eligible to stay at the Host's Primary location.

Discounted room rates (RELA) for Extended Family and Friends are also available. Extended family and friends (grandparents, in-laws, aunts/uncles, cousins, friends) are also eligible for discounted room rates. Hosts and eligible family members and friends are expected to maintain our standards of conduct at all times while participating in this program.

Only Hosts are eligible to make reservations under the Policy for themselves, Immediate Family and/or Extended Family and Friends – i.e., Immediate Family and/or Extended Family and Friends are not eligible to make reservations on their own. Doing so is a violation of this Policy and is grounds for suspension and/or termination of this benefit for the Host.

Use the booking tool at outrigger.com/employeeates. Enter promo code as follows:

- Host & Immediate Family rate – EMEE
 - Extended Family & Friend rate – RELA
- Bookings may be made no earlier than 45 days prior to arrival date.
 - Host MUST present a copy of the signed Host Reservation Authorization Form at check-in.
 - Unaccompanied immediate/extended family members and friends MUST present at check-in, a photo ID, a copy of the reservation confirmation, and a copy of the signed Host Reservation Authorization Form.
 - EMEE and RELA rates will NOT be honored without a signed OUTRIGGER Host Reservation Authorization Form.
 - If Eligible Participants are unable to use the room(s) stays booked under this Policy, the Host is responsible for canceling the reservation. Cancellation fees will apply.