

A close-up photograph of a green leaf covered in numerous water droplets of various sizes. The background is softly blurred, showing more of the leaf and its veins. The overall color palette is dominated by various shades of green and white from the water droplets.

Reciprocal Discount Benefits for Employees

May 2023

Associate Room Reservation Program Information



Overall information

- “Associate and immediate family” are defined as the associate, his or her spouse, children, siblings and parents. All others are considered “extended family and friends.”
- The associate making the reservation must be actively employed and in good standing at time of stay.
- Room reservation requests at KSL properties will be accepted within 45 days of the desired arrival date, and a maximum of 2 rooms and 7 days per stay is allowed.
- The employee rate is only good on entry level Run of House accommodations; that is a standard room. The employee rate is not offered on suites or villas.
- Associates and/or guests must bring a copy of the reservation confirmation, and a copy of an authorization letter, if required, with them to check in at the resort
- If the reservation is cancelled within 72 hours of the arrival date; the reservation will be subject to full room and tax.

Associate Room Reservation Program Information



Overall information

- As a KSL Resorts associate, you are also eligible for certain ancillary discounts (food & beverage, spa, retail, golf, tennis, recreation, etc.) during your stay on property. In order to make sure that your discounts are applied properly, purchases should be charged to your room and the appropriate discounts will be applied at check out.
- Except for room rate, property amenity discounts are only offered to extended family members and friends when accompanied by the off-duty Associate and are based on availability.
- All charges must be paid in full upon checkout.
- Discount codes may not be shared with those outside KSL except where expressly provided for friends and family.
- Associates with repeated “no show” reservations will be ineligible to participate in the future.
- If the discount rate is not showing as available, it is not available, even if there are rooms available at higher rates.

Associate Room Reservation Program Information



Guidelines while on property

As a guest at the resort, you and your guests are a direct reflection of your company. Please conduct yourself in a manner that is representative of the highest standards expected of all associates and guests on property. Associates who do not follow these guidelines risk permanent loss of these benefits.

- Please refrain from discussing club or resort business in public areas.
- Behavior considered to be inappropriate will result in the cancellation of your reservation, your departure from the resort and permanent loss of resort reservation privileges.
- KSLR, KLSCP, and affiliated property insurance carriers, or any other associated parties are not liable for worker's compensation benefits for any injury that arises out of an associate's participation in any resort activity.
- Associate and immediate family must present the agreed-upon form of identification and picture identification as required in order to receive resort benefits.



Sheraton San Diego Hotel & Marina

1380 Harbor Boulevard
San Diego, CA 92101
619-291-2000



Rates, Discounts, & Procedures



Associate & Immediate Family: Rate is \$69 plus tax and \$26 resort fee (total rate \$95/night plus tax).

Extended Family and Friends: Rate is 20% off retail rate per night plus tax and resort fee.

1. Access hotel website at sheratonsandiegohotel.com
2. Enter desired booking dates, number of guests and select "Corporate/Promo/Set#" under Special rates.
3. Enter code
 - Z20 for associate & immediate family
 - FOC for extended family and friends
4. Click View Rates
5. Guests can select their desired room type, click select
6. Website will provide a summary of charges, click continue
7. Guests can enter their information and credit card to hold room

Rates, Discounts, & Procedures



Additional Discounts for Associates & Immediate Family when accompanied by the associate:

- 20% Discount on food (includes alcohol with meal only, no bar. Limited to parties of no more than 6. Larger parties must have prior department director-level approval)

Additional Charges

- Parking is \$45/night for self-park and \$50 for valet and cannot be waived



Vespera Resort on Pismo Beach

147 Stimson Avenue
Pismo Beach, CA 93449
805-773-1011



Rates, Discounts, & Procedures



Associate & Immediate Family: Rate is \$104 plus tax \$35 resort fee is waived

Extended Family and Friends: Rate is \$199 per night plus tax and \$35 resort fee.

1. Access hotel website at [Vespera Resort on Pismo Beach](#)
2. Click on the RESERVE button on the right of the page
3. Enter desired booking dates, number of guests and select "Corporate/Promo/Set#" under Special rates.
4. Enter code
 - Z20 for associate & immediate family
 - FOC for extended family and friends
5. Click VIEW RATES
6. Guests can select their desired room type, click select
7. Website will provide a summary of charges, click continue
8. Guests can enter their information and credit card to hold room

Rates, Discounts, & Procedures



Additional Discounts for Associates & Immediate Family when accompanied by the associate:

- 20% Discount on food & beverage (includes alcohol with meal only, no bar. Limited to parties of no more than 6. Larger parties must have prior department director-level approval)
- 20% Discount on Retail (Mini Store) (Exception: no retail discount on anything that is in its first 30 days in the store, if person buys something on sale, they get the greater of the two discounts, not both.)
- Must ask to have parking waived



Martin Resorts

Paso Robles Inn

The Piccolo

Avila Lighthouse Suites

Pismo Lighthouse Suites

Shore Cliff Hotel



Paso Robles Inn

Rates, Discounts & Procedures



Associate & Immediate Family: \$99 per night plus tax for hotel rooms, No resort fee or parking. 20% discount on Food only

Extended Family and Friends: 25% discount off published hotel room rate per night plus tax

1. Access hotel website at [Paso Robles Winery Hotels & Lodging | Paso Robles Inn](#)
2. Select Date, number of guests and enter code in Promo/Group Code
 - a) **KSLEMP** for associate
 - b) **KSLFNF** for extended family and friends
3. Click Apply
4. Select Room type and click View Options
5. Website will provide a summary of charges, click continue
6. Guests can enter their information and credit card to hold room
7. Please bring a copy of the signed authorization with you along with your confirmation when you check in

1103 Spring Street, Paso Robles, CA 93446

Local: 805-238-2660

The Piccolo

Rates, Discounts & Procedures



Associate & Immediate Family: \$149 per night plus tax for hotel rooms, No resort fee & parking, 20% discount on Food only @ Paso Robles Inn

Extended Family and Friends: 25% discount off published hotel room rate per night plus tax

1. Access hotel website at [Paso Robles Hotel Downtown | The Piccolo Hotel](#)
2. Select Date, number of guests and enter code in Promo/Group Code
 - a) **KSLEMP** for associate
 - b) **KSLFNF** for extended family and friends
3. Click Apply
4. Select Room type and click View Options
5. Website will provide a summary of charges, click continue
6. Guests can enter their information and credit card to hold room
7. Please bring a copy of the signed authorization with you along with your confirmation when you check in

600 12th Street, Paso Robles, CA 93446

Local: 805-226-5920

Avila Lighthouse Suites

Rates, Discounts & Procedures



Associate & Immediate Family: \$139 per night plus tax , Suite. Includes B/fast. resort fee & parking waived

Extended Family and Friends: 25% discount off published hotel room rate per night plus tax

1. Access hotel website at [Avila Beach Hotel | Avila Lighthouse Suites](#)
2. Select Date, number of guests and enter code in Promo/Group Code
 - a) **KSLEMP** for associate
 - b) **KSLFNF** for extended family and friends
3. Click Apply
4. Select Room type and click View Options
5. Website will provide a summary of charges, click continue
6. Guests can enter their information and credit card to hold room
7. Please bring a copy of the signed authorization with you along with your confirmation when you check in

550 Front Street, Avila Beach, CA 93424

Local: 805-627-1900

Pismo Lighthouse Suites

Rates, Discounts & Procedures



Associate & Immediate Family: \$129 per night per night plus tax , Suite. Includes B/fast. No resort fee & parking

Extended Family and Friends: 25% discount off published hotel room rate per night plus tax

1. Access hotel website at [Hotel in Pismo Beach California | Pismo Lighthouse Suites](#)
2. Select Date, number of guests and enter code in Promo/Group Code
 - a) **KSLEMP** for associate
 - b) **KSLFNF** for extended family and friends
3. Click Apply
4. Select Room type and click View Options
5. Website will provide a summary of charges, click continue
6. Guests can enter their information and credit card to hold room
7. Please bring a copy of the signed authorization with you along with your confirmation when you check in

2411 Price Street, Pismo Beach, CA

Local: 805-773-2411

Shore Cliff Hotel Rates Rates, Discounts & Procedures



Associate & Immediate Family: \$99 per night plus tax for hotel rooms, Includes B/fast. No resort fee or parking

Extended Family and Friends: 25% discount off published hotel room rate per night plus tax

1. Access hotel website at [Oceanfront Pismo Beach Hotel | Shore Cliff Hotel](#)
2. Select Date, number of guests and enter code in Promo/Group Code
 - a) **KSLEMP** for associate
 - b) **KSLFNF** for extended family and friends
3. Click Apply
4. Select Room type and click View Options
5. Website will provide a summary of charges, click continue
6. Guests can enter their information and credit card to hold room
7. Please bring a copy of the signed authorization with you along with your confirmation when you check in

2555 Price Street, Pismo Beach, CA 93449

Local: 805-773-4671



Silverado Resort and Spa

**1600 Atlas Peak Road
Napa Valley, CA 94558
844-421-6474**



Rates, Discounts, & Procedures



Associate Rate:

- Rate is \$99 per night plus tax for hotel rooms in off season, resort fee waived
- Rate is \$149 per night plus tax for hotel rooms in high season (July – October), resort fee waived
- 50% discount off published rates for suites year-round for associates

Family and Friends:

- Rate is \$149 per night plus tax and resort fee for hotel rooms in off season.
- Rate is 50% discount off published hotel room rate per night plus tax and resort fee for hotel rooms in high season (July – October)
- 50% discount off published rates for suites year-round

Rates, Discounts, & Procedures



1. Please use the links below to access the Employee Discounted Rates for Silverado Resort

Employee Rate Program: [KSL Employee Rate Program](#)

Friends and Family Rate Program: [KSL Friends and Family Rate Program](#)

2. Enter number of guests, desired dates and click Search
3. View rates and select their desired room type, click Book Now
4. Guests can enter their information and credit card to hold room
5. Please bring a copy of the signed authorization with you along with your confirmation when you check in.

Rates, Discounts, & Procedures



Additional Discounts for Associates & Immediate Family when accompanied by the associate:

- Parking charges waived
- 20% discounts on:
 - Spa treatment (tax and tip are based on full price)
 - Food & Beverage (includes alcohol with meal only, no bar, limited to parties of no more than 6. Parties larger than this must have prior department director level approval)
 - Retail, Pro Shop Retail & Spa Retail (Exception: no retail discount on anything that is in its first 30 days in the store, if person buys something on sale, they get the greater of the two discounts, not both.)
 - Catering – includes alcohol with meal only, no bar. Based on space availability.
- Golf Discounts (based on space availability and must be resort overnight guest of the resort)
 - \$49 per person for one foursome, per day, includes cart
 - 20% discount on club rental for immediate family/ 50% discount for associates
 - Golf instruction fees are not eligible for discount
- Tennis – based on space availability
 - Free when staying on property
 - Tennis instruction fees are not eligible for discount
- Fitness Center – free when staying on property
- No discounts are given on meeting room rental, A/V equipment, transportation, etc.



SILVERADO RESORT
GOLF | SPA | TENNIS
NAPA, CA

Silverado Resort Employee Reservation Authorization Form

Required for EMPLOYEE RATE stays

To be completed by Employee:

Employee Information	
_____ Employee Name	_____ Employee Phone Number
_____ KSL Property Location	_____ Date of Hire

Reservation Information	
_____ Resort Name	_____ Location
_____ Rate \$	_____ Reservation Class (EE or F&F)
_____ Check In Date	_____ Number of Rooms
_____ Check Out Date	_____ Name on Reservation
_____ Confirmation	

To be completed by Human Resources or Executive Office:

Employee Information	
_____ Print Name (Human Resources or Executive Office Authorization)	_____ Phone Number
_____ Signature (Human Resources or Executive Office Authorization)	_____ Date

The Silverado Resort Employee Rooms Discount Program provides discounted rooms at participating hotels to eligible employees, family members, and friends. This benefit is offered to all employees upon commencement of employment. Employees must be actively employed to participate. Employees are entitled to book a maximum of 2 rooms up to 10 discounted room nights based on space availability at all participating hotels.

Employee Discounted Room Rates are available to eligible employees and friends and family. Employees and eligible family members and friends are expected to maintain our standards of conduct at all times while participating in this program at any of our hotels. To book:

- Employee Rate: [KSL Employee Rate Program](#)

Bookings may be made no earlier than 45 days prior to arrival date. A maximum of 2 rooms are allowed at the EMEE or RELA rate for 7 days per stay. Employee MUST present a copy of the reservation confirmation and a copy of the signed Employee Reservation Authorization Form at check-in. EMPLOYEE RATES will NOT be honored without signed Silverado Resort/KSL Resorts Employee Reservation Authorization Form.

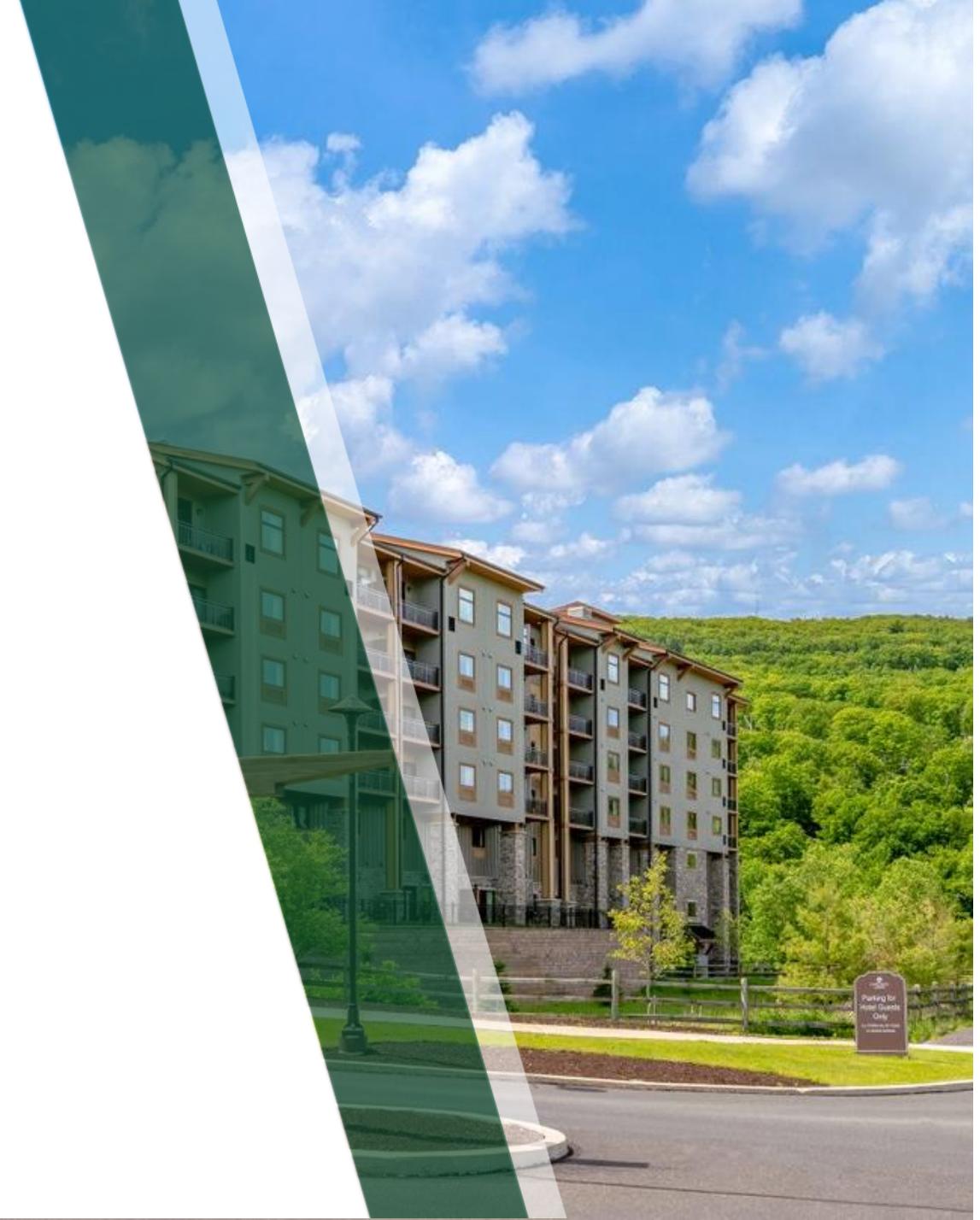


Camelback Resort

193 Resort Drive

Tannersville, PA 18372

570-629-1665



Rates, Discounts, & Procedures



Associate & Immediate Family: Rate is \$99 per night plus tax for a Double Queen Suite; resort fee is waived

Extended Family and Friends: Rate is \$149 per night plus tax, resort fee and self-parking charge.

1. Access hotel website at www.camelbackresort.com
2. Click on Book Stay
3. Select Date, number of guests and enter code in Promo/Group Code
 KSL for associate & immediate family
 KSLFAM for extended family and friends)
4. Click Apply
5. Select Room type and click View Options
6. Select Build Stay and add amenities, passes, etc.
7. Click Go to Checkout, website will provide a summary of charges, Click Go To Checkout again
8. Enter information and credit card to hold room

Rates, Discounts, & Procedures



Additional Discounts for Associates & Immediate Family when accompanied by the associate:

- 20% discount on food and beverage (includes alcohol with meal only, no bar. Limited to parties of no more than 6. Larger parties must have prior department director-level approval)
- 20% discount on Retail (Exception: no retail discount on anything that is in its first 30 days in the store, if person buys something on sale, they get the greater of the two discounts, not both)
- All ticketing is discounted for hotel guests – Discounts range from 20% for some Mountain Adventures to 60% for lift tickets. All are bookable online with a hotel room
- Self-parking charges are waived

Additional Discounts for Extended Family and Friends

- Hotel discount pricing on all adventures



Outrigger Hotel Group



Employee Discounted Rooms Program



EMPLOYEE & GUEST CONDUCT: Employees, their family members and their friends are expected to always maintain the highest standards of conduct while participating in this program at any of our hotels. Employees are also responsible for the conduct of those who utilize these benefits. Employees, family members and friends visiting Outrigger properties will be treated in the same manner as regular hotel guests, receiving the same services and courtesies that would otherwise be granted. Likewise, the employee or family member should seek only those services and courtesies that would normally be extended to any guest and are not permitted into back of the house areas.

PROGRAM ELIGIBILITY: Any Employee who misrepresents the eligibility of an individual to obtain a discount, to which that individual is not otherwise entitled, is subject to discipline, up to and including termination of employment. This benefit is offered to all employees upon commencement of employment. Employees must be actively employed to participate in this benefit. The following restrictions apply:

- A maximum of 2 rooms and 7 days per stay is allowed at the qualifying rates.
- This benefit is offered on a space available basis at participating hotels.
- Any and all damages to the physical room or hotel property are the responsibility of the registered guests.
- Minors are not allowed to check-in or stay in a hotel room without being accompanied by an adult.
- Hotel regulations related to maximum number of people allowed in the rooms should be adhered to.
- Should the individual(s) utilizing the discounted rooms benefit misuse the benefit, engage in illegal or inappropriate behavior, the employee to which the discounted rooms reservation is attached shall be subjected to suspension or termination of his/her discounted rooms benefit.

Employee Discounted Rooms Program



ROOM RATE ELIGIBILITY: The Outrigger discounted rooms rate is applicable to employees of participating properties.

- Employee and Immediate Family – defined as the employee, his/her spouse, children, siblings and parents.
- All others are considered Extended Family & Friends.
- If EMEE and RELA rates are not available for your travel dates, the Daily Rate will be offered.

ROOM RESERVATIONS PROCEDURES: Reservations are to be made using the methods outlined below.

- Use the booking tool at <http://www.outrigger.com/employeerates>. Enter promo code as follows:
 - Employee & Immediate Family rate – **EMEE**
 - Extended Family & Friend rate – **RELA**
- Bookings may be made no earlier than 45 days prior to arrival date. A maximum of 2 rooms per booking are allowed at the EMEE or RELA rates.
- Complete the booking process on the website and print out a copy of our reservation confirmation.
- Complete Outrigger Employee Reservation Authorization Form and obtain approval from your Human Resources department or Executive Office.
- At check-in, eligible employees, immediate family members, extended family members, and friends, will need to present signed Outrigger Employee Reservation Authorization Form and hotel reservation confirmation.
- EMEE and RELA rates will NOT be honored without signed Outrigger Employee Reservation Authorization Form.

Outrigger Employee Discounted Rooms Program



Additional Discounts for Associates & Immediate Family when accompanied by the associate:

- 20% discount on hotel owned or managed F&B (includes alcohol with meal, no bar, benefit limited to parties of 6 without prior authorization)
- 20% discount on hotel owned or managed Spa (tax and tip figured on full amount of charge)
- 20% discount on hotel owned or managed Retail (regular fees apply on products within 30 days of arrival. If product has already been discounted, the larger of the discounts will apply, but not both)
- 20% discount on programming operated by the Resort
- Fitness center is free on property
- Can request to waive parking fees if possible

Additional Discounts for Extended Family and Friends

- Fitness Center is free while on property

Hotel	Name	Region	Type	Host Rate (Starting From)	Family & Friends Rate (Starting From)	Daily Resort Charge	HVC Departure Cleaning Charge
						(parking not included)	(varies by room category)
ORF	Outrigger Reef Waikiki Beach Resort	W	Resort	\$125++	-30% off Flexible Rate	Waived	N/A
OWK	Outrigger Waikiki Beach Resort	W	Resort	\$125++	-30% off Flexible Rate	Waived	N/A
OBC	Outrigger Waikiki Beachcomber Hotel	W	Branded	\$125++	-30% off Flexible Rate	Waived	N/A
OEH	OHANA Waikiki East by Outrigger®	W	Branded	\$89++	-30% off Flexible Rate	Waived	N/A
OMH	Waikiki Malia by Outrigger®	W	Branded	\$89++	-30% off Flexible Rate	Waived	N/A
OKR	Outrigger Kona Resort and Spa	W	Branded	\$99++	-30% off Flexible Rate	Waived	N/A
ESH	Embassy Suites by Hilton™ - Waikiki Beach Walk®	W	Managed	\$229++	-30% off Flexible Rate	N/A	N/A
HAH	Airport Honolulu Hotel	A	Managed	\$70++	-30% off Flexible Rate	N/A	N/A
TPH	BEST WESTERN® The Plaza Hotel	A	Managed	\$70++	-30% off Flexible Rate	N/A	N/A
MAM	Outrigger Maldives Maafushivaru Resort	APAC	Resort	Upto 40% off Pre-pay and save rates From USD333++ Room+Breakfast & Dinner	Upto 20% off Pre-pay and save rates From USD444++ Room+Breakfast & Dinner	N/A	N/A
TPM	Outrigger Surin Beach Resort	APAC	Resort	Upto 40% off Pre-pay and save rates From THB1587++ Room+Breakfast	Upto 20% off Pre-pay and save rates From THB2116++ Room+Breakfast	N/A	N/A
TKL	Outrigger Khao Lak Resort	APAC	Resort	Upto 40% off Pre-pay and save rates From THB1529++ Room+Breakfast	Upto 20% off Pre-pay and save rates From THB2039++ Room+Breakfast	N/A	N/A
TKS	Outrigger Koh Samui Beach Resort	APAC	Resort	Upto 40% off Pre-pay and save rates From THB1761++ Room+Breakfast	Upto 20% off Pre-pay and save rates From THB2308++ Room+Breakfast	N/A	N/A
FCI	Castaway Island, Fiji	APAC	Resort	Upto 40% off Pre-pay and save rates From FJD540++ Room Only	Upto 20% off Pre-pay and save rates From FJD720++ Room Only	N/A	N/A
FOR	Outrigger Fiji Beach Resort	APAC	Resort	Upto 40% off Pre-pay and save rates From FJD201++ Room Only	Upto 20% off Pre-pay and save rates From FJD268++ Room Only	N/A	N/A
MOR	Outrigger Mauritius Beach Resort	APAC	Resort	Upto 40% off Pre-pay and save rates From MRU4,260++ Room Only	Upto 20% off Pre-pay and save rates From MRU5680++ Room Only	N/A	N/A
FVR	Fairway Villas Waikoloa by Outrigger®	BI	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	\$264++ - \$364++
KAK	Kanaloa at Kona by Outrigger®	BI	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	\$30+**	\$264++ - \$339++
RSC	Royal Sea Cliff Kona by Outrigger®	BI	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	\$214++ - \$314++
KPR	Kiahuna Plantation Resort Kauai by Outrigger®	K	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	\$264++ - \$314++
LNR	Lae Nani Resort Kauai by Outrigger®	K	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	\$264++ - \$314++
WBR	Waipouli Beach Resort & Spa Kauai by Outrigger®	K	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	\$30+	\$229++ - \$339++
HKM	Outrigger Honua Kai Resort and Spa	M	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge		
KVL	The Kapalua Villas Maui	M	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	\$39	\$289++ - \$364++
MER	Maui Eldorado Kaanapali™ by Outrigger®	M	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	\$20*, \$65**	\$214++ - \$314++
NSR	Napili Shores Maui by Outrigger®	M	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	No Charges
OAN	Aina Nalu® Lahaina by Outrigger®	M	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	\$214++ - \$314++

Outrigger Rooms Discount Rates (Cont)

Hotel	Name	Region	Type	Host Rate (Starting From)	Family & Friends Rate (Starting From)	Daily Resort Charge (parking not included)	HVC Departure Cleaning Charge (varies by room category)
PWR	Palms at Wailea Maui by Outrigger®	M	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	\$264++ - \$314++
RKR	Royal Kahana Maui by Outrigger®	M	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	\$214++ - \$314++
RBW	Regency on Beachwalk Waikiki by Outrigger®	W	Hawaii Vacation Condo by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	\$289++ - \$339++
WSR	Waikiki Shore by Outrigger®	W	Hawaii Vacation Condos by Outrigger®	-50% off Flexible Rate + \$25 off Cleaning Charge, waived damage protection charge	-30% off Flexible Rate, waived damage protection charge	N/A	\$229++ - \$339++

Reservation authorization form



To be completed by employee

EMPLOYEE INFORMATION

Employee name

Property / location

Start / hire date

Phone number

RESERVATION INFORMATION

Property

Location

Rate \$

Number of rooms

Check-in date

Check-out date

Number of room nights

Family member (immediate)

Extended family members & friends

Confirmation number

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 Employee Rooms Discount Program provides discounted rooms at participating hotels to eligible employees, family members, and friends. This benefit is offered to all employees upon commencement of employment. Employees must be actively employed to participate. Employees are entitled to book a maximum of 2 rooms up to 10 discounted room nights based on space availability at all participating hotels.

Employee Discounted Room Rates are available to eligible employees and immediate family members (spouse, children, siblings, and parents). Extended family and friends also receive discounted room rates. Employees and eligible family members and friends are expected to maintain our standards of conduct at all times while participating in this program at any of our hotels.

- Use the booking tool at outrigger.com/employeerates. Enter promo code as follows:
 1. Employee & Immediate Family rate – EMEE
 2. Extended Family & Friend rate – RELA
- Bookings may be made no earlier than 45 days prior to arrival date. A maximum of 2 rooms are allowed at the EMEE or RELA rate for 7 days per stay.
- Employee MUST present a copy of the reservation confirmation and a copy of the signed Employee Reservation Authorization Form at check-in.
- Unaccompanied immediate family members MUST present a photo ID, a copy of the reservation confirmation, and a copy of the signed Employee Reservation Authorization Form at check-in.
- EMEE and RELA rates will NOT be honored without signed Outrigger Employee Reservation Authorization Form.



Please contact your HR Team
with any questions