

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.