



RESERVATION REQUEST FORM

Employee Name _____ Date: _____

Property Location _____ Original Hire Date _____

Position _____ Phone # _____

RESERVATION REQUEST INFORMATION

Employee _____ or Friends & Family rate _____

Property _____ Location _____

Check in Date: _____ Check out Date: _____

of Rooms Requesting _____ # of Beds _____ # of Nights _____

of Adults _____ # of Children _____

Names of persons occupying the room

Special request or needs

By submitting this request, I understand and agree to comply with the terms stated in The Urgo handbook for employee conduct. This benefit is offered to employees or friends and family on space available basis. Only employees and immediate family members may qualify for the Employee rate. Other family and friends may qualify for the F&F rate (2 max). Rooms may be booked 14 days or less prior to arrival. There may be certain blackout dates when employee and family room rates are not available. There may also be circumstances when special request or needs cannot be met. These circumstances and blackout dates are determined by business demands. I agree to represent the hotel positively by adhering to the highest standards of conduct and decorum.

Employee Signature _____ Date: _____

Department Manager authorization for request: _____ Date: _____

Requested Property Authorization

_____ Our apologies, this request cannot be accepted at this time.

_____ Your reservation request has been accepted: **confirmation #** _____

Approved Rate: \$ _____

GM / Manager Approval _____