

**EMPLOYEE ACCOMMODATION DISCOUNT REQUEST**

You should note that we require at least 3 days' notice for making reservations. Please complete the form fully and email the completed and signed off form to:- stay@qhotels.co.uk . You should also note that you have to meet the relevant criteria as stated in the Employee Discount Policy.

Tick one box only:

<b>Employee Rate Business Booking (£nil standard room)</b>	
<b>Employee Rate Leisure Booking (£35 standard room)</b>	
<b>Friends and Family Rate Leisure Booking (£45 standard room)</b>	

If a QHotels booking has already been made on-line, the reservation number:-

Name:-

Office:-

Name of person staying if different from above:

DATES REQUIRED: \_\_\_\_\_

HOTEL REQUIRED: \_\_\_\_\_

No of Adults: \_\_\_\_\_ No of Children \_\_\_\_\_

Any special requirements \_\_\_\_\_

Room Type \_\_\_\_\_

**This letter serves to confirm that I work for Aprirose or Blackrose and I am entitled to employee discount in accordance with the Employee Discount Policy and I agree to abide by the rules.**

I understand the cancellation / no-show policy and that an invoice will be sent to my office for me to pay should I incur any charges relating to this or any other charges which I do not settle

Signed: \_\_\_\_\_

DATE: \_\_\_\_\_

Senior Manager Signature: \_\_\_\_\_ [Manish / Mansukh / Gary / Meenal / Daren]

OFFICE USE COMPLETION BY RESERVATIONS:

Booking : NOT AVAILABLE / AVAILABLE & booked /AVAILABLE not booked

Reservation No:

Rate: £ .....