



PACIFIC HOSPITALITY GROUP®

Presenting this authorization form at check-in entitles the individual named below to receive the Pacific Hospitality Group Team Member or Friends & Family rate on a space available basis. Team Members staying under the Team Member discount rate will also be entitled to 30% off F&B, 30% off Retail, 30% off spa Mon – Thu/10% Fri before 2pm, 30% off Trinitas bottled wine purchases, waived parking and resort fee.

Accommodations at the discounted rate are requested for (check one):

Team Member Friend or Family of the Team Member

Name of Team Member:	
Team Member Work Location:	
Name of Guest (if Reservation is for Friend or Family):	
Relationship to Team Member:	
Destination Hotel:	Number of Rooms:
Check-in Date:	Check-out Date:
Number of Nights:	Conf #:
Team Member Signature:	Date:
Team Member Service Manager or Department Head Authorizing Signature:	Print Name: Email: Date:

Terms & Conditions:

- Any authorization form is valid for a maximum of six months from the date signed.
- A maximum of two rooms per night at the discounted Team Member rate or 9 rooms per night at the discounted Friends & Family rate applies for a maximum of 5 nights at a time.
- Room rates are available on a space available basis.
- Reservations must be made online through the following website: <http://pacifichospitality.com/team-member-travel/>. Team Member discounted rates and/or requests for Friends & Family rates can not be booked through any other avenues. Please do not call the hotel’s front desk or management to make the reservation.
- IF THE TEAM MEMBER OR FRIENDS & FAMILY RATE IS NOT AVAILABLE ONLINE ON YOUR SELECTED DATES, please check alternate dates. If you call the hotel or management, you will be re-directed to the website.
- Print out this form, fill in your reservation information and present the form to your Team Member Services Manager or Department Head to review and sign. ONLY FORMS WITH ORIGINAL AUTHORIZATION SIGNATURE WILL BE ACCEPTED at check-in. Scanned copies of the form will be accepted.
- Present your signed form along with your state issued ID or driver’s license to the front desk at check-in.
- Failure to produce the signed authorization form upon check-in will result in a change of rate to Best Available Rate.
- Team Members may not stay at the hotel at which they are employed unless approved by the General Manager.
- Team Member or Friends & Family rates cannot be used for business travel.
- Team Member and Friends & Family guests should not post reviews on social media sites such as TripAdvisor as this is in breach of their review policy.
- Team Member and Friends & Family rates are a privilege. Your conduct and professionalism, as well as that of those persons in your party, is a representation of Pacific Hospitality Group and its properties. Any inappropriate conduct/ behavior will be addressed in accordance with PHG Policies/Procedures and will result in disciplinary action, up to and including termination of employment.
- Falsification or misrepresentation regarding the use of, or information on, this authorization form will constitute grounds for immediate termination. BY REQUESTING THIS TEAM MEMBER STAY BENEFIT I ACCEPT AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OUTLINED ABOVE

Print Name of Team Member:	
Team Member Signature:	Date: