

DISCOUNT HOTEL RATE REQUEST FORM

FOR USE BY OUTRIGGER HOSTS ONLY

INSTRUCTIONS:

1. To be eligible for employee rates at the Embassy Suites by Hilton Waikiki Beach Walk, hosts must abide by the OUTRIGGER Employee Rooms Discount Program and hotel policy guidelines.
2. Request forms will be accepted within (45) days of requested check-in date.
3. Completed forms with signatures are to be scanned to reservations@embassysuiteswaikiki.com.
4. Reservations will respond to the request within (7) business days.
5. If confirmation is provided, hosts are responsible for obtaining an HR approved Reservation Authorization form. This form must be presented upon check-in or the host's reservation will be subject to the best available rate.

☐ Employee Request

☐ Friends and Family Request

| HOST INFORMATION | | | |
|--|-------------|-----------------|--|
| Last Name: | | First Name: | |
| Host#: | Hotel Code: | Department: | |
| GUEST INFORMATION | | | |
| Last Name: | | First Name: | |
| Check-in Date: | | Check-out Date: | |
| Category Request: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> One Bedroom Suite with (1) King <input type="checkbox"/> One Bedroom Suite with (2) Queens </div> <div style="width: 45%;"> <input type="checkbox"/> Two Bedroom Suite with (2) Kings <input type="checkbox"/> Two Bedroom Suite with (1) King + (2) Queens </div> </div> | | | |
| # of Adults: | | # of Children: | |

I, the undersigned, hereby agree to abide by the guidelines set forth by OUTRIGGER Hospitality Group and Embassy Suites by Hilton Waikiki Beach Walk. I understand this benefit is a privilege that may be denied if guidelines are not followed.

| SIGNATURE/APPROVALS | |
|--|--------------------|
| Host Signature: | Date: |
| Manager Signature: | Date: |
| CONFIRMATION – FOR RESERVATIONS DEPARTMENT USE | |
| Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No | Reason for Denial: |
| Confirmation #: | Confirmed Rate: |