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## Friends and Family Rate Authorisation Form

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### Employee Details

Name of the Employee : \_\_\_\_\_  
Employee Number : \_\_\_\_\_  
Unit/Hotel : \_\_\_\_\_

### Friends and Family Details

Name of the Traveller : \_\_\_\_\_  
Number of Adults : \_\_\_\_\_ Number Children: \_\_\_\_\_  
Number of Rooms : \_\_\_\_\_  
Hotel : \_\_\_\_\_  
Arrival Date (dd/mm/yy) :     /     /  
Departure Date (dd/mm/yy) :     /     /  
Reservation Confirmation Number :

**Declaration:** *I hereby authorise the use of the Friends and Family rate as per the details stated above. I am aware of the policies associated and agree to abide by them.*

### Employee Signature & Authorisation

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### Terms & Conditions

- All Friends & Family Rate bookings will be subject to applicable taxes, fees, and other standard service charges.
  - The special rate can be booked by IHCL employees for their friends and family for their personal travel only.
  - Rates are applicable for single and double occupancy. For extra adults, children or extra bed additional charges will apply. Maximum occupancy per room is defined as per hotel policy.
  - Referring employee should be in service with an IHCL company to refer their friends and family.
  - The offer is available at participating hotels, subject to availability and blackout dates and may be changed without prior notice. Limited rooms available on the offer.
  - The Friends & Family Rate will vary with hotel locations. Hotel may choose to have the rate applicable on only certain room types.
  - All room reservations are subject to each hotel's reservation and cancellation policies and procedures.
  - The Friends & Family Rate is available for room bookings only and not for packages or other components.
  - The Friends & Family Rate does not qualify to earn Inner Circle points or airlines miles.
  - The Friends & Family Rate cannot be booked by travel agents, and are not commissionable.
  - The Friends & Family Rate may be terminated at any time without prior notice.
  - Reservations must be booked on the Friends & Family Rate through the employee portal or dedicated website page only. The employee can only book through this link. Any modification or cancellation has to be done online only. No other mode is applicable.
  - Authorisation form needs to be filled by the employee signed with a self-signed photocopy of the ID card attached with the form.
  - This form will need to be submitted by friend or family at the time of Check In.
  - In case of multiple hotel bookings, each hotel will need to be provided with a separate authorization form signed by IHCL Employee with Employee ID at check-in.
  - All bills will need to be settled at the time of Check-in by the traveller. No credit / Bill to Company or charge to the employee ID will be provided.
  - Group bookings are not allowed under this program. IHCL Employee Rate can be utilized for a maximum of 3 rooms with not more than 9 guests at a given time at one location. Reservations exceeding 3 rooms on overlapping dates will be considered as a group booking; each hotel reserves the right to refuse such bookings on the basis of availability and may apply special rates.
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