

Employee and Friends & Family Reservation Form To Book Embassy Suites® - Waikiki Beach Walk®

Employee Information				
Last Name		First Name		Employee #
Hotel / Condo Where Employed	Department		Day Phone #	Fax #
Guest Information				
1. Last Name		First Name		Relationship to Employee
2. Last Name		First Name		Relationship to Employee
Embassy Suites - Waikiki Beach Walk				
Hotel Embassy Suites - Waikiki Beach Walk	# Adults	# Children / Ages	Arrival Date	Departure Date
Room Type <input type="checkbox"/> One-Bedroom Suite <input type="checkbox"/> Two-Bedroom Suite		Bedding Type <input type="checkbox"/> K <input type="checkbox"/> Q / Q <input type="checkbox"/> K / K <input type="checkbox"/> K / QQ		
Credit Card Information				
Name on Card		Card Type / Number (Example: VISA / 1234 5678 1234 5678)		Expiration Date

Reservation Guidelines:

1. Please refer to www.outrigger.com/employeeerates for information about qualifying rates based on where you are employed
2. Reservations are subject to room availability
3. A maximum of 10 room nights per employee, per calendar year are allowed at qualifying Employee Rates or Friends & Family Rates
4. A reservation is guaranteed with a valid credit card of the employee or registered guest
5. A reservation or inquiries about room availability at these discounted rates cannot be made over the phone
6. A reservation can be made no earlier than 30 days prior to arrival date
7. **PLEASE FAX COMPLETED FORM TO 808-931-3530**
8. The form will be faxed or emailed back to you with a reservation confirmation number noted below
9. **PLEASE PRESENT THE APPROVED FORM AT CHECK-IN WITH VALID IDENTIFICATION**
10. Employee Rates and Friends & Family Rates will not be honored without a signed confirmation and ID
11. All room and incidental charges, taxes, and fees must be paid at check-out
12. Normal guest reservation and cancellation policies apply

I, the undersigned, agree to abide by the guidelines for family reservations set forth by Embassy Suites - Waikiki Beach Walk. I understand that this benefit is a privilege which may be denied if guidelines are not followed.

Signatures / Approvals			
Employee Signature		Date	
Supervisor / Dept Head Signature		General Manager Signature	
Confirmation Information - For Reservation Department Use			
Approved: Yes No		Reason for Denial	Date
Reservation Confirmation #	Hotel	Rate per Night	Date