

# HISTORIC HOTELS of AMERICA

NATIONAL TRUST FOR HISTORIC PRESERVATION

## 2012 EMPLOYEE RATE RESERVATION REQUEST FORM

Fax (or scan/e-mail) your completed form to the hotel contact mentioned in the participation sheet located within the "Member Benefits" section of the HHA Member Portal.

For assistance, please call HHA at (202) 772 - 8000.

### TO

TODAY'S DATE

Name of Requested Hotel \_\_\_\_\_

Attention: \_\_\_ Reservations Manager Other: \_\_\_\_\_

FAX number: ( ... ) ... ..

### REQUEST

1<sup>st</sup> choice

2<sup>nd</sup> choice

Arrival Date: ..../..../.... or: ..../..../.... Arrival Time: \_\_\_\_\_

Departure Date: ..../..../.... ..../..../....

Number of people: \_\_\_ No. of rooms: \_\_\_\_\_ Type: DD, K, Q, S, NS (circle)

### FROM

Name of Employee \_\_\_\_\_

NTHP Staff: \_\_\_\_\_ Hotel Employee: \_\_\_\_\_ PHG Staff: \_\_\_\_\_ HHA Call Center Staff: \_\_\_\_\_

HHA Member Hotel: \_\_\_\_\_

EMPLOYEE FAX # for confirmation ( ... ) ... .. If National Trust Employee, ID No.: \_\_\_\_\_

Home Address of Employee \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Tel. # ( ... ) ... - ....

**If the employee rate request is accepted by the hotel, then the requestor must call the hotel with his/her credit card information to confirm the reservation. The reservation is not considered confirmed until a credit card hold is put on the room.**

### ACCEPTED

### DECLINED / NO AVAILABILITY

YES, the following reservation has been made:

Confirmation # \_\_\_\_\_

Arrival Date: ..../..../.... Departure Date: ..../..../....

No. people: \_\_\_\_\_ Number of rooms: \_\_\_\_\_ Type: DD, K, Q/ S, NS (please circle)

\$69 Rate \_\_\_\_\_ Other Rate: \$ \_\_\_\_\_

Cancellation Policy \_\_\_\_\_

NO, we were unable to accept your request at this time.

**See attached list of rules. DO NOT return any forms to Historic Hotels of America. Rates are subject to availability.**

## RULES: HHA EMPLOYEE RATE PROGRAM

- **Valid dates: January 1, 2012 through December 31, 2012.**
- Rates are subject to availability and are quoted per room per night (single or double) and do not include taxes.
- Participating members reserve the right to modify their rates, and/or terminate their participation, throughout the calendar year.
- The program is for vacation/personal use only.
- Employees may only request dates and availability via the [Historic Hotels of America Employee Rate Request Form](#).
- The Historical Hotels of America office does NOT process requests.
- Participating hotels are asked to directly approve or decline requests within 48 hours to the employee directly. **(Please do not fax replies to Historic Hotels of America.)**
- An employee can make room reservations no more than 30 days in advance.
- Reservations must be made DIRECTLY with the hotel desired, rather than a travel agent (non commissionable).
- Meals are not included unless FAP (full American plan) or MAP (modified American plan) is specified. Meals, taxes, incidentals, and service charges, if applicable, are separate and must be paid by the employee.
- Hotel may need to guarantee reservations with a credit card upon making reservations. Employee must abide by hotel cancellation policy.
- Employee must retain their Request Form Response from the hotel to ensure confirmation and rate. *Hotel rates are subject to participation and availability.*
- The program is only available to employees of participating hotels\*, Preferred Hotel Group staff, Historic Hotels of America staff, current employees of the National Trust and National Trust retirees with 15 years tenure.

\* Note to all staff: Your hotel **must offer** an employee rate in order for you to *receive* the employee rate.

For Questions, Please Call HHA (202) 772 - 8000