

## Team Rate Booking Form

Step 1: Book the reservation for your stay at [www.countryinn.com](http://www.countryinn.com), [www.parkinn.com](http://www.parkinn.com), [www.parkplaza.com](http://www.parkplaza.com), [www.radisson.com](http://www.radisson.com), [www.radissonred.com](http://www.radissonred.com) or [www.radissonblu.com](http://www.radissonblu.com) using the code “**RHGTEAM**” using your Radisson Hotel Group brand email address.

Step 2: If you do not have a Radisson Hotel Group brand email address, complete this form (including the confirmation number for your Brand Web reservation, have your Supervisor sign it and bring it with you to present at the time of check-in. For retirees, the form must be completed and signed by the HR Manager or by the General Manager at your hotel of employment before retiring.

<b>Your Name:</b>			
<b>Department:</b>		<b>Position:</b>	
<b>Hotel:</b>			
<b>City/State:</b>		<b>Country:</b>	

<b>Supervisor's Name:</b>			
<b>Supervisor's Title:</b>			
<b>Supervisor's Email Address:</b>			

<b>Hotel Booked:</b>			
<b>City/State:</b>		<b>Country:</b>	
<b>Arrival Date:</b>		<b>Departure Date:</b>	
<b>Number of Rooms:</b>		<b>Adults/Children:</b>	/
<b>Confirmation #:</b>			

I certify that the above-named person is currently qualified and has received the policies governing this reservation for accommodation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

This special rate offer is available exclusively for leisure travel by staff or retirees of any Radisson Hotel Group branded hotel or employees of Radisson Hospitality, Inc. or its subsidiaries.



## Policies Governing Team Rate Hotel Reservations or Reservation Requests

The Team Rate enables eligible staff & retirees of any Radisson Hotel Group branded hotel or employees of Radisson Hospitality, Inc. or its subsidiaries to reserve guest rooms at a discounted rate for leisure travel only. The following policies apply:

- Individual must be currently employed at a Radisson Hotel Group branded hotel or by Radisson Hospitality, Inc. or its subsidiaries at time of the hotel stay; or be a retired employee of Radisson Hospitality, Inc. or its subsidiaries.
- Reservations must be made via the brand websites. Bookings must NOT be made by calling hotels directly for reservations.
  - The rate can be booked by using a Radisson Hotel Group brand email address (e.g., [xyz@countryinn.com](mailto:xyz@countryinn.com), [xyz@parkinn.com](mailto:xyz@parkinn.com), [xyz@parkplaza.com](mailto:xyz@parkplaza.com), [xyz@radisson.com](mailto:xyz@radisson.com), [xyz@radissonred.com](mailto:xyz@radissonred.com), [xyz@radissonblu.com](mailto:xyz@radissonblu.com), [xyz@pphe.com](mailto:xyz@pphe.com)) or a corporate email address (e.g., [xyz@radissonhotels.com](mailto:xyz@radissonhotels.com)).
  - If the eligible participant does not have a corporate or brand email address, they must complete an **Team Rate Booking Form**, have it signed by their supervisor and present it at the time of check-in as well as picture ID (driver's license, state ID, etc.). For retirees, the form must be completed and signed by the HR Manager or by the General Manager at your hotel of employment before retiring.
  - If a completed and signed **Team Rate Booking Form** is not presented at check-in for a reservation not booked with a corporate or brand email address, the reservation will be cancelled or changed to the best available rate.
- The rate does not qualify for any loyalty program points.
- The rate is not commissionable.
- Rate is subject to availability, but may be restricted by the hotel during high demand periods
- Users of this rate are personally responsible for paying for room rates, applicable taxes and surcharges, in addition to any other charges incurred during their visit prior to their departure.
- The Team Rate benefit is not transferable and at least one of the rooms must be occupied by the eligible team member. Up to three rooms in total may be reserved for family traveling with the eligible team member.
- As a representative of the Radisson Hotel Group, you and/or your guests are expected to project a favorable image of the company at all times.