



ISLAND HOSPITALITY MANAGEMENT

Complimentary Room Request Form

Name:

(person requesting comp. must be current team member)

Date:

Hotel & Position:

Property Name

Number of Rooms

Number of Nights

Check-In Date

Check-Out Date

Type of Room

Business or Pleasure (circle one)

Credit Card #

Exp. Date

Revenue Management Signature

Date

General Manager or HR Signature

Date

Do not write below this section

Approved

Declined

Comps Available

Comps Used

All rooms must be guaranteed with a credit card. No shows will be charged one night room plus tax. A 24 hour cancellation notice is required to avoid charges.

Please keep in mind that the following hotels may be difficult to reserve: Anaheim/Garden Grove, Altamonte Springs, Anaheim Hilton, Bulfinch, Ft. Lauderdale, Harrisburg, San Antonio, San Diego/Mission Valley, Somers Point, Washington DC.

Please send request to Adriana Vasquez at avasquez@ih-corp.com or 561-804-0925