



• RESERVATION AUTHORIZATION FORM •

StarHOT

PRINT

You must print this letter and present to the hotel upon check-in. Please note: This page cannot be saved and returned to later. If you lose the form, fill it out again with the same information.

ASSOCIATE INFORMATION

Last Name:

First Name:

Property/Work Location:

Position:

HR Requestor (properties only):

Phone Number:

RESERVATION INFORMATION

Confirmation Number:

Property Name and Location:

This reservation is for:

Family Member Name:

Check In Date:

Check Out Date:

Number of Nights:

Number of Rooms:

Rate:

Other StarHOT Rate Booked:

The Associate Room Discount Program ("HOT Rates") provides for discounted rooms at participating hotels for Starwood associates, associates of participating Starwood franchise hotels and eligible family members. This program is for non-business, leisure travel only.

This benefit is offered to all regular full and part-time associates upon commencement of employment. Associates must be actively employed to participate in this benefit. Associates may not use this benefit to stay at their own property. The following restrictions apply. • This benefit is offered on a space available basis at all participating hotels (other than the hotel the associate works in). • St. Regis properties are not required to participate but may opt in at their own discretion.

Family Discounted Room Rates: Discounted Room Rates will be made available to immediate family members of eligible associates. Immediate family members consists of a spouse, domestic partner (as defined in our benefits plans), children, siblings, parents and parents-in-law. Family members receive the same benefit, whether or not they accompany the associate. Any associate, who misrepresents the eligibility of an individual to obtain a discount to which that individual is not otherwise entitled, is subject to discipline, up to and including termination of employment. All submissions of StarHOT Reservation Authorization forms are monitored.

Associates of Starwood and family members are expected to maintain our standards of conduct at all times while participating in this program at any of our hotels.

APPROVED BY:

