

# Employee Complimentary Room Request Form

As a token of appreciation, BCP is pleased to offer a complimentary hotel stay to employees upon completing every three months of employment. This special perk gives you the chance to experience our hotels, restaurants, and amenities from a guest's perspective. It's a great opportunity to relax, recharge, and enjoy the same exceptional hospitality we provide to our guests every day.

To take advantage of this benefit, please review and agree to the Terms and Conditions outlined below.

## Terms and Conditions:

**Active Employment:** You must be an active Banff Lodging Co. employee at the time of your stay.

**Availability:** Reservations are subject to availability. Blackout dates may apply from **May to October**.

**Booking:** Requests are best accommodated for bookings **Sunday – Thursday**. Book **1 week in advance**.

**Occupancy:** The complimentary room must be occupied by you, the employee.

**Conduct:** Parties, noise, or other misconduct may lead to eviction from the hotel and employee disciplinary action.

**Incidental Charges:** You must pay for any extra charges, like extra cleaning for very dirty rooms or any costs to the hotel because of bad behavior.

**Room Condition:** Employees should keep their rooms clean—please take off the bed sheets, put all dirty sheets in the bathtub, and put garbage or recycling in the right bins.

**Notice of Termination:** Complimentary rooms are not available to employees who have given notice to end employment.

**Admin and Tax Fee:** A **\$10 admin and tax fee** is required for all complimentary rooms.

**Active ESOP Shareholders are exempt from tax.**

**Deposit Requirement:** A **valid credit card or a \$50.00 cash deposit** is required at check-in.

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### Employee Information

First & Last Name

Employee Number

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Employee is an ESOP Shareholder?

YES ☐ NO ☐

Email

Work Location

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Manager Name

Manager Authorization

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## Reservation Request Information

1st Choice Hotel

2nd Choice Hotel

Arrival Date

# of Guests / # of Beds

Employee Signature

Hotel Authorization

Reservation Confirmation

## Property Facilities at a Glance

Property	Pool	Hot Pool	Fitness Room	Restaurant	Spa
Banff Caribou Lodge & Spa		✓	✓	✓	✓
Banff Ptarmigan Inn		✓		✓	
Banff Rocky Mountain Resort	✓	✓	✓	✓	
Canmore Ski Lodge		✓			
Dorothy Motel					
Fox Hotel & Suites		✓		✓	
Hidden Ridge Resort		✓			
Hotel Canoe & Suites		✓		✓	
Otter Hotel					
Irwins Mountain Inn		✓			
Moose Hotel & Suites	✓	✓	✓	✓	✓
Pocaterra Inn	✓	✓	✓		
Red Carpet Inn		✓			
Rundlestone Lodge		✓	✓		
Tunnel Mountain Resort	✓		✓		

## How to Use This Perk:

1. Submit the completed form to your Manager.
2. Once authorized, your Manager will send your request to your preferred hotel.
3. Your booking will be confirmed via email.