



## NEIRA EMPLOYEE RATE PROGRAM GUIDELINES

- **Valid dates: January 1, 2019 through December 31, 2019.**
- The requested rate is \$69, based on availability, per room, single/double, per night, plus taxes **unless another rate is specified**. Another rate can be specified on the form.
- The program is for vacation/personal use only.
- Employees must request dates and availability via email or phone and provide the information requested on the NEIRA Employee Rate Request Form. The NEIRA office does NOT process requests.
- The property is asked to approve or decline requests within 48 hours to the employee directly.
- An employee can make room reservations no more than 30 days in advance.
- Reservations must be made DIRECTLY with the property desired.
- Meals are not included unless FAP (full American plan) or MAP (modified American plan) is specified. Meals, taxes, incidentals, and service charges, if applicable, would be separate and paid by the employee.
- You may need to guarantee reservations with a credit card upon making reservations and abide by any cancellation policy.
- **Retain** your Request Form Response or email from the property **and present it upon check in** to ensure confirmation and rate. *Property rates are subject to participation and availability.*
- The program is only open to employees of participating NEIRA Member Properties.

\* Note: Your property **must offer** an employee rate for you to *receive* the employee rate.

For Questions, email [Pam@neia.com](mailto:Pam@neia.com) or call 603-964-6689



**2019 NEIRA EMPLOYEE RATE  
ROOM RESERVATION REQUEST FORM**

**DO NOT return form to NEIRA. Email or call the requested property with the information.  
The rate at a property is subject to availability**

Today's Date: \_\_\_\_\_

Name of Requested Property: \_\_\_\_\_

Attention: \_\_\_\_\_

Email: \_\_\_\_\_

**REQUEST**

1<sup>st</sup> choice

2<sup>nd</sup> choice

Arrival Date: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_ / \_\_\_ / \_\_\_

Departure Date: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_ / \_\_\_ / \_\_\_

Number of people: \_\_\_\_\_ No. of rooms: \_\_\_\_\_ Room Type Requested: \_\_\_\_\_

**EMPLOYEE INFORMATION**

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

NEIRA Member Property: \_\_\_\_\_

Employee Email Address for confirmation: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**REQUESTED PROPERTY RESPONSE**

YES, the following reservation has been made: Confirmation # \_\_\_\_\_

Arrival Date: \_\_\_ / \_\_\_ / \_\_\_

Departure Date: \_\_\_ / \_\_\_ / \_\_\_

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

Other: \$ \_\_\_\_\_

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

Comments:

***If the employee rate request is accepted by the property, then the requestor must call the property 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.***