

Employee Room Request Form

Ojai Valley Inn and Spa (OVIS) & Aspen One (AO)

☐ OVIS Employee: Limelight Hotel (LLH) employee rate is \$125; The Little Nell (TLN) rate is \$195.00

☐ ASPEN ONE Employee: Corporate, Aspen Snowmass, Aspen Hospitality, & ASPENX Employee rate at OVIS is - \$125.00

Employee rates are good for five nights and are dependent on hotel occupancy/availability.

Employee Name _____

Arrival Date _____ Departure Date _____ Employee

Name _____ Work Location: OVIS _____ AO-Corporate _____ Hotels _____

Ski Ops _____ ASPENX _____ Employee Department _____

Employee Phone _____ Employee Email _____

Employee Address _____

Employee Phone _____ Fax _____

Requested Number of Rooms _____ Requested Bed Types _____

Number of Adults _____ Number of Children _____

ASPEN ONE Employees visiting the Ojai Valley Inn and Spa will enjoy the following discounts:

- 20% off Food and Beverage outlets
- 50% off Golf
- 20% off Spa

OVIS Employees visiting ASPEN ONE will enjoy the following discounts:

- 50% off ski passes (ski pass discounts are available to OVIS employee only. Friends and Family traveling with OVIS employee are not eligible for lift ticket discount)
- 20% at hotel restaurants (Element 47, Ajax Tavern, Sundek & Limelight Lounge)
- 15% off Food and Beverage at all ASC Mountain Restaurants

Please complete each of the above fields. Reservations may be confirmed as late as 1 day prior to arrival date. Please do not contact Reservations. Return completed form to humanresources@aspensnowmass.com. Direct any reservations questions to the Hotel Manager. ***Use of the Room Request discount is a privilege.*** You and your guests, friends and family are expected to be well-mannered. Any inappropriate conduct or behavior as a guest in the hotel will be dealt with as misconduct in connection with the employee's employment. The occupant of the room is responsible for any damage incurred. Any conduct or behavior deemed inappropriate by the management of the hotel could result in the employee receiving disciplinary action, loss of room discount privileges, written warnings and possible termination of employment.

By requesting this room request benefit, I accept and agree to abide by the terms and conditions outlined above.

Print name of employee

Employee Signature - when issued

Date

RESERVATIONS OFFICE USE ONLY

Date Request Received _____	Trace Date _____
Approved By _____	Date _____
Room Type and Rate Approved _____	Date _____
Reservation Confirmed by _____	Date _____
Confirmation Code _____	Employee Notified _____