

Johnstown Collection

Employee Stay Authorisation Form

Employee Name: _____
Job Title: _____
Department: _____
Employing Property: _____
Employee Email: _____
Employee Contact Number: _____

Requested Stay Details

Destination Property: _____
Arrival Date: _____
Departure Date: _____
Number of Guests: _____
Room Type Requested (if applicable): _____

HR Authorisation

I confirm that the above employee is currently employed by the Johnstown Collection and is eligible to participate in the Employee Stay Programme.

Employee rates are subject to availability.

- This form is valid for one booking only.
- A new authorisation form must be completed for each separate stay.
- The employee named above must present this completed form and valid photographic identification at check-in.
- Failure to present this form may result in the employee rate being withdrawn and the Best Available Rate being applied.
- The employee is also entitled to receive 20% off all food and beverage purchases, 20% off spa treatments, and a reduced golf rate at Mount Juliet Estate, subject to availability.
- All food and beverage purchases, spa treatments, and golf charges must be signed to the room during the stay. The applicable discounts will be applied at check-out.

HR Representative Name: _____
Position: _____
Property: _____
Signature: _____
Date: _____

Receiving property use only

Reservation Number: _____
Rate Approved: _____
Approved By: _____
Date Confirmed: _____

- ☐ Employee Rate Approved
☐ Employee Rate Declined
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