

Johnstown Collection Employee Stay Programme

Introduction

Mount Juliet Estate | The Johnstown Estate | Trim Castle Hotel

The Johnstown Collection Employee Stay Programme has been created to encourage team members across the Collection to experience our sister properties, strengthen engagement within the group, and provide a valuable employee benefit.

The programme allows eligible employees to avail of preferential accommodation rates at participating Johnstown Collection properties, subject to availability and the terms outlined below.

By experiencing our hotels firsthand, employees gain a greater understanding of the Johnstown Collection guest experience while fostering stronger relationships between our teams and properties.

Participating Properties & Employee Rates

Johnstown Estate & Trim Castle

Day	Employee Rate
Monday – Thursday	€85 Bed & Breakfast
Friday	€120 Bed & Breakfast
Saturday	Best Available Rate (BAR)
Sunday	€120 Bed & Breakfast

Mount Juliet Estate – Hunter’s Yard

May – September

Sunday – Thursday	€180 Bed & Breakfast
Friday & Saturday	20% discount off Best Available Rate (BAR)

October – April

Sunday – Thursday	€150 Bed & Breakfast
Friday & Saturday	20% discount off Best Available Rate (BAR)

To Note:

- All rates are subject to availability.
 - Where a standard room is unavailable, an upgrade may be available at the applicable supplement.
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Food & Beverage Benefit

Employees staying under the Employee Stay Programme are entitled to:

- A 20% discount on all eligible Food & Beverage purchases.
 - To receive the discount, a valid Employee F&B Discount Form must be presented at check-in.
 - All Food & Beverage purchases must be charged to the employee's guest room. The 20% discount will then be applied to all eligible Food & Beverage charges incurred during the stay.
 - This discount cannot be used in conjunction with any other promotional offer, discount, or special pricing.
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Spa Treatment Benefit

Employees staying under the Employee Stay Programme are entitled to:

- A 20% discount on eligible spa treatments.
 - To receive the discount, all spa treatments must be charged to the employee's guest room account.
 - The employee discount applies to employees staying in the hotel and must be booked in advance through the Spa or Reservations.
 - Any accompanying guest who is not an employee will be charged the applicable full fee on the day.
 - This discount cannot be used in conjunction with any other promotional offer, discount, or special pricing.
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Golf Benefit – Mount Juliet Estate

Employees staying under the Employee Stay Programme are entitled to:

- A special Johnstown Collection employee golf rate of €75 per round is available Monday to Thursday, subject to tee time availability.

- The employee golf rate applies to employees staying in the hotel and must be booked in advance through the Golf Pro Shop or Reservations.
 - Any accompanying playing guest who is not an employee will be charged the applicable full hotel guest green fee on the day.
 - All golf charges must be billed to the employee's guest room account to avail of the employee rate.
 - This employee golf rate cannot be used in conjunction with any other promotional offer, membership rate, or discount.
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Additional Benefits

Employees staying under the JC Employee Stay Programme may be eligible for additional stay benefits, subject to availability and at the discretion of the participating property:

- Room upgrades may be offered, subject to availability at the time of check-in.
 - Late check-out may be available upon request and is subject to operational requirements and availability on the day of departure
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Programme Guidelines

Rate Rules

- The maximum occupancy is two persons per room. Any additional occupancy, including children, is subject to the discretion and approval of the participating property and must comply with the room's maximum occupancy limits.
 - A maximum of two rooms may be booked per employee stay, provided the employee is occupying one of the rooms for the duration of the stay.
 - All rates are subject to availability and blackout dates may apply.
 - The hotel's standard booking, cancellation and payment policies apply.
 - Employee rates are strictly for personal leisure use and may not be transferred, resold or used for commercial purposes.
 - The employee named on the reservation must be staying in the room.
 - Management reserves the right to refuse or withdraw availability of employee rates at any time.
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Terms & Conditions

- All JC Employee Rate reservation requests must be made through the employee's own Human Resources department for approval.
- A JC Employee Rate Authorisation Form must be completed and signed by the employee's Human Resources Manager prior to arrival.

- This Authorisation Form confirms the employee's eligibility to participate in the Johnstown Collection Employee Stay Programme.
- The JC Employee Rate Authorisation Form must be presented at check-in by the employee whose name appears on the reservation. Failure to present a valid form may result in the reservation being cancelled or the rate being amended to the Best Available Rate.
- The Authorisation Form may only be used once for a single booking. A new form must be completed for every separate stay.
- All Food & Beverage purchases must be charged to the employee's guest room account. The applicable discount will be applied to eligible Food & Beverage charges upon check-out.
- All Golf charges and Spa Treatment charges must be signed to the employee's guest room account during the stay in order to avail of the applicable employee benefits.
- Employees must present valid photographic identification at check-in (Passport, Driving Licence, or equivalent government-issued ID).
- Employees must be actively employed by a Johnstown Collection property at the time of booking and check-in.
- Employee rates are subject to applicable taxes, service charges, and the participating hotel's booking and cancellation policies.
- Employee rates are non-transferable and may only be used by the employee named on the reservation.
- Employees availing of the programme are expected to conduct themselves in a professional and respectful manner throughout their stay.
- Any misuse of the programme, falsification of documentation, or inappropriate conduct may result in withdrawal of eligibility for future participation and may lead to disciplinary action.
- Once a reservation has been confirmed and accepted by the participating property, the agreed employee rate will be honoured subject to compliance with all programme terms and conditions.
- Participating properties reserve the right to amend, suspend, or withdraw the Employee Stay Programme at any time.

Booking Procedure

All enquiries and booking requests relating to the Johnstown Collection Employee Stay Programme must be submitted through the employee's own Human Resources Department. Direct enquiries to participating properties will not be accepted.

Prior to making a booking request, employees must liaise with their Human Resources Department to obtain and complete the required:

- JC Employee Stay Authorisation Form

The form must be completed and signed by the employee's Human Resources representative before a reservation can be processed.

The designated Human Resources contacts for each property are:

Johnstown Estate

Tonya Murphy

Director of People & Culture

Email: tmurphy@thejohnstownestate.com

Trim Castle Hotel

Mary Bowers

HR Manager

Email: mbowers@trimcastlehotel.com

Mount Juliet Estate

Sarah Millea

Director of Human Resources

Email: smillea@mountjuliet.ie

Once the required documentation has been completed, the employee's Human Resources Department will liaise with the participating property regarding availability and reservation confirmation.

Employees are encouraged to submit requests well in advance of their preferred stay date, as all employee rates are subject to availability and approval.

In Summary

The Johnstown Collection Employee Stay Programme is designed to provide employees with the opportunity to experience our properties as guests while strengthening collaboration and engagement across the Collection. We hope this programme will serve as a valued employee benefit and help showcase the exceptional hospitality standards that define the Johnstown Collection.