

BIG SKY RESORT EMPLOYEE RESERVATION AGREEMENT

PLEASE NOTE: THIS FORM MUST BE SUBMITTED WITH ALL FIELDS COMPLETE AND FORM SIGNED AT LEAST 48 HOURS AHEAD OF THE RESERVATION

As an employee of Big Sky Resort you qualify for **discounted lodging** in the Huntley Lodge hotel rooms for immediate family or friends that do not work at the Resort. **The discount applies to the room only and will not include breakfast in the Huntley Dining room.** Employee discounted reservations are a **benefit** of your employment and must be approved by your manager. Loud or disruptive behavior by the guest will result in removal of the guest from the hotel and loss of your employee discount at the hotel for the remainder of the season and/or permanently. The rate of the room will go to full price and guest will be responsible for payment. If the guest refuses to pay for the reservation, the employee who requested the room will be charged for the room. **Employee reservations that no show or are cancelled within 24 hours of arrival will be charged for the entire stay to the employee account.**

Employees should direct all questions regarding employee reservations to their manager and this form must be turned into reservations by your manager.

---All reservations are based on availability. Your manager will receive this form back, with a confirmation number if space is available.

---Employee requesting reservation is responsible for all charges should guest no-show or refuse payment.

---Employee form MUST be signed and approved by your manager.