

Staff Rate and Mates (Friends and Family) Rates Request Form

Employee Full Name: _____

Position: _____

Department: _____

Hotel: _____

E-mail address to forward confirmation: _____

Please collect authorisation signatures at the bottom before submitting the form.

GUEST ROOM (Inc VAT)

Friends/Family: K West **£75*** The Landmark London **£125*** Royal Lancaster London **£125***

Employee: K West **£50**** The Landmark London **£100**** Royal Lancaster London **£100****

Full name of the person visiting: _____ Requested date of visit: _____

Room type requested: (Double/Twin) _____ Number of Nights: _____

Number of visitors: _____ Nature of relationship: _____

Occasion (please specify): _____ Arrival time _____

Opera Booking Confirmation Number: _____ **Occupancy:** _____

Emails: LML - jo.wood@thelandmark.co.uk KWL - bookit@k-west.co.uk LCL - km@royallancaster.com

(*Inclusive of VAT, (**) Inclusive of VAT and Breakfast

TRIP ADVISOR



Please ask your F&F guest to rate us on Trip Advisor if they enjoy their experience at Royal Lancaster London, K West Hotel & Spa or The Landmark London.

HEALTH CLUB AND SPA TREATMENT

K West The Landmark London

Full name of the person visiting: (First) _____

Requested treatment: _____ Number of visitors: _____

Requested date of visit: _____ Requested time of visit: _____

Emails: LML - spa.healthclub@thelandmark.co.uk KWL - bookit@k-west.co.uk
Employees - 50% Discount on treatments 30% Discount on retail Friends and Family - 30% Discount on treatments only

RESTAURANTS AND BARS

Employee: K West **50%** The Landmark London **50%** Royal Lancaster London **50%**

Full name of the person visiting: (First) _____

Restaurant / Bar request: _____ Number of visitors: _____

Requested date of visit: _____ Requested time of visit: _____

Emails: LML - fandb@thelandmark.com KWL - bookit@k-west.co.uk LCL - fandb@royallancaster.com

NB: This offer excludes The Mirror Bar at the Landmark London - due to the size of the venue

The employee is responsible for his/her guest, which includes their conduct, behaviour, and for paying any unpaid expenses upon their departure.

For F&B booking, the employee needs to be present at the time of the meal in order to receive the discount. Maximum group size 6 people - subject to availability

All booking are subject to availability, bookings will not be taken if there is a risk of business being displaced, and is unavailable for times of special promotions for example but not limited to Valentines, Christmas Day, New Year's Eve, Opera Night.

Reservations must be made in advance and this form must be received by the hotel in advance, to receive a discount. Walk ins will not receive any discount.

Employee Signature _____ **Date** _____

Employee has passed probation; is currently employed and working regular hours.

Head of Department signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____

Staff Rate: Team members (partners and children when accompanied by team member). Mates Rate - Any booking where guest is not registered on payroll