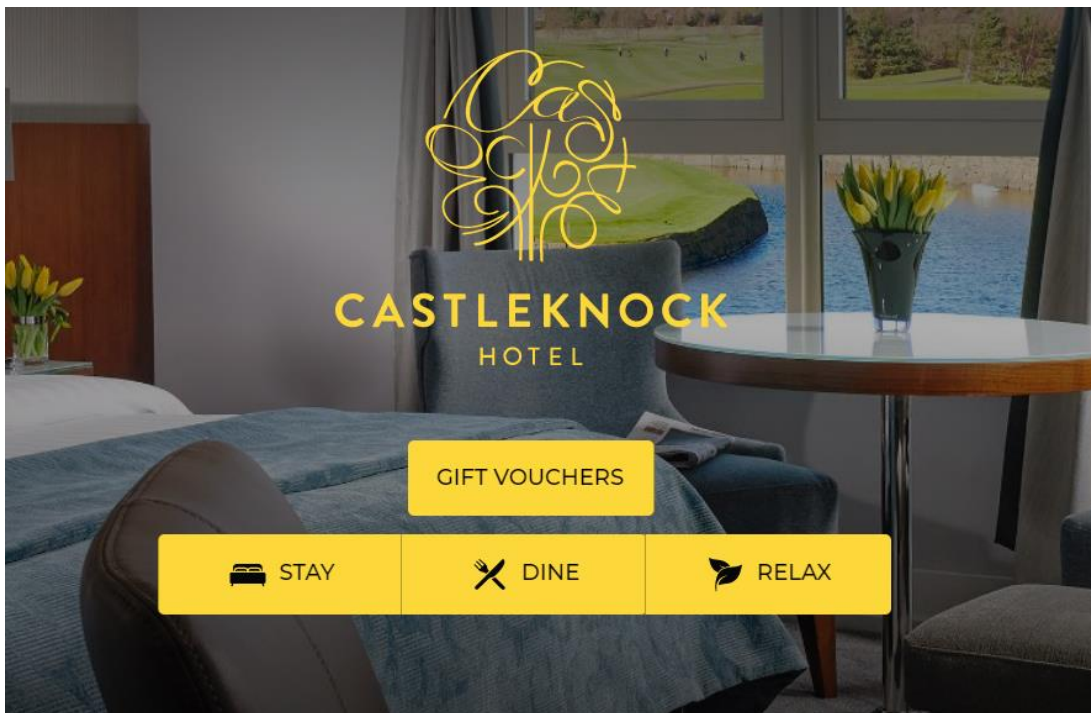


Employee, Friends & Family Initiative

How does it work? (Please note that the process differs slightly for Spanish properties)

There are 2 different promocodes for the employee discount, (one for Bed & Breakfast and the other for Dinner, Bed & Breakfast) and one promocode for the friends and family initiative. All promocodes are used in the same way, on any of the hotel websites.

(Please note that in the instructions below, the images are taken from the mobile versions of the websites unless otherwise stated. There can be slight differences in the layout of the mobile and desktop versions of the websites. We also use a selection of images from our various hotel websites)



(desktop version)



THE HERITAGE

BOOK YOUR STAY

CHECK IN	CHECK OUT
THU 29 JUL 2021	FRI 30 JUL 2021

Have a promo code?

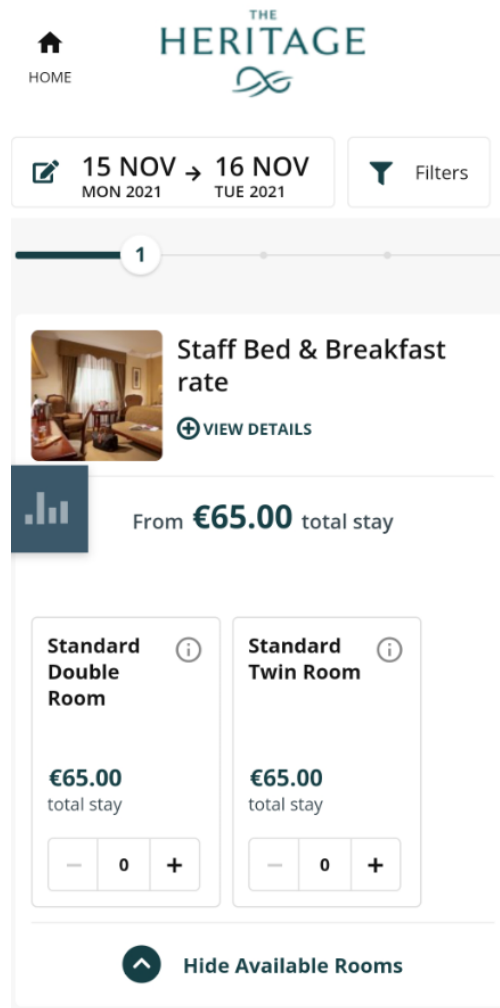
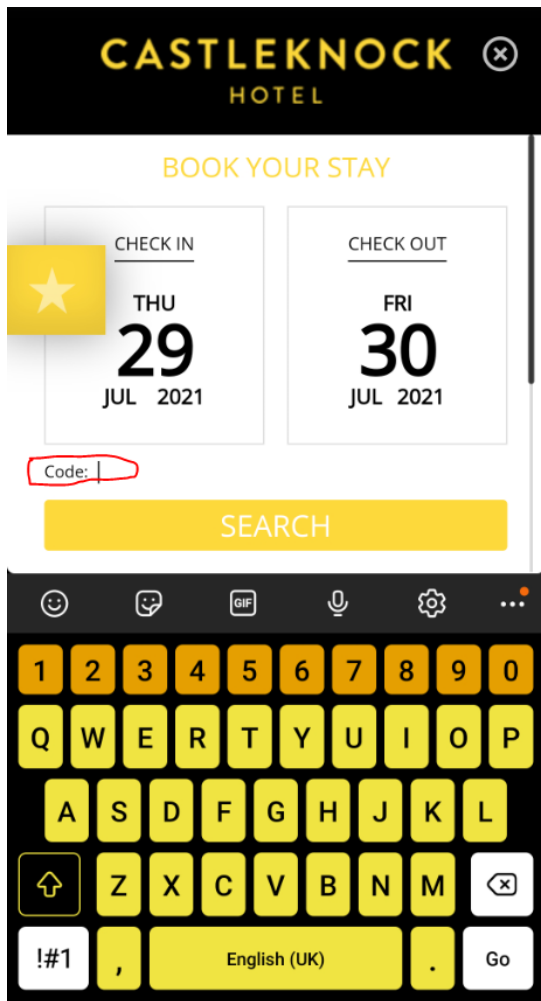
SEARCH

WHY BOOK WITH US?

- ✓ Free Cancellation
- ✓ Increased Safety Measures
- ✓ Exclusive Spa Offers
- ✓ Leisure Centre Access
- ✓ Free Wi-Fi and Car Park

Simply touch or click the **'Stay'** icon on the homepage of your desktop, tablet or mobile device.

This will take you to a calendar. The question, "Have a promocode?" is highlighted on this image to help you see where you need to touch or click.

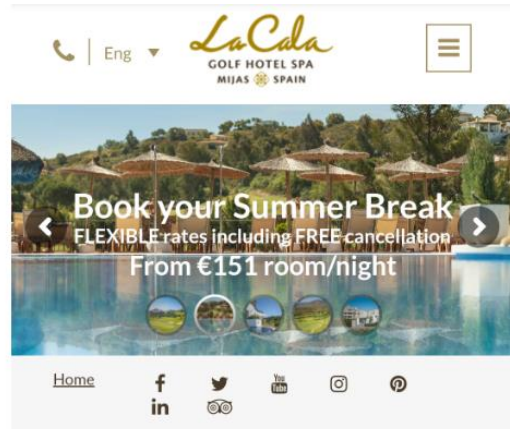
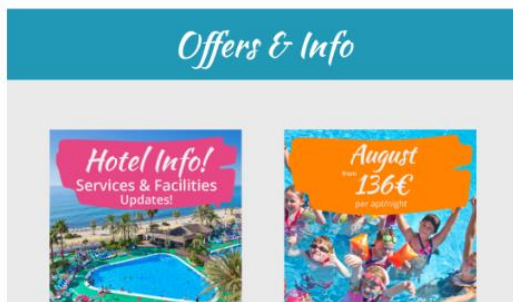


Simply enter the dates you want to stay and insert the relevant promocode which will appear automatically as you type (where the red ring is drawn on the screen). Then simply hit search. Your discounted rate will then appear, if available, and you can book as normal.



4* Hotel-apartments Costa del Sol

The ideal choice for a safe & flexible holiday



Golf, Hotel, Spa & Real Estate in Costa del Sol, Spain

La Cala Resort: A golfing mecca in the heart of the Costa del Sol

Situated in the foothills of the Sierra de Mijas with breath-taking views of the Andalusian countryside and distant Mediterranean, La Cala Resort is a golfing mecca only 30 minutes from Malaga Airport. Three championship courses, designed by world-renowned architect Cabell B. Robinson,




For the two Spanish properties, the process is very similar with some very small variations.


For Sunset Beach Club, you click “Book Now” and for La Cala Resort, you click “Book Hotel”. This will bring you to a booking page where you can enter the appropriate promocode in the field labelled “Promocode”.

When you complete the forms and click search, the discounted rates will appear, and you can book as normal.

Is there anything else?

Once you have booked, you will need to complete a validation form, either for yourself or on behalf of your friends & family members. This form identifies you so that the hotel can verify that you qualify for the discount. This is available from either your HR department or other designated manager. Once completed, return it to the designated person or department. Please ask your manager if you are unsure.

	
Employee Booking Validation Form	
Employee Name	
Hotel Employed in	
Hotel Booked	
Arrival Date	
Number of Nights	
Number of Guests	
Confirmation Number	
Validation Form to be filled out by HR or General Manager	
Authorised by	
PRINT Name	
Title	
Signature	
Date	
Terms & Conditions <ul style="list-style-type: none"> Bookings must be made online on any of the hotel websites. Enter the employee code into the <u>PROMO CODE FIELD</u> This offer is subject to availability. The validation form must be emailed to the reservations department in the relevant hotel with the completed staff form a minimum of 3 days prior to arrival. In the absence of a validation form, the Best Available Rate on the day will apply. A maximum of 3 rooms can be booked by any one person at any one time. Hotel's cancellation policy applies, details can be found on the confirmation email along with the hotel T&C's. 	

	
Friends & Family Validation Form	
Guest Name	
Employee Name	
Hotel Employed in	
Hotel Booked	
Arrival Date	
Number of Nights	
Number of Guests	
Confirmation Number	
Validation Form to be filled out by HR or General Manager	
Authorised by	
PRINT Name	
Title	
Signature	
Date	
Terms & Conditions <ul style="list-style-type: none"> Friends & Family code available from the HR department Bookings must be made online on any of the hotel websites. Enter the Friends & Family code into the <u>PROMO CODE FIELD</u> This offer is subject to availability. The validation form must be emailed to the reservations department in the relevant hotel with the completed staff form a minimum of 3 days prior to arrival. In the absence of a validation form, the Best Available Rate on the day will apply. A maximum of 3 rooms can be booked by any one person at any one time. Hotel's cancellation policy applies, details can be found on the confirmation email along with the hotel T&C's. 	

There is also a separate form for the friends & family initiative. The employee must fill the appropriate section of the form out on behalf of their friend or family member.

It is important to send the completed validation form to the HR department as soon as possible to allow the remaining sections of the form to be completed and processed. If the validation form doesn't reach the hotel that you wish to book within three days of the proposed stay, the hotel can not guarantee that the discounted rate will apply, and the booking may be charged at the full public rate.

Terms & Conditions

- Bookings must be made online on any of the hotel websites or via fbdhotels.com.
- An approved validation form must be completed by an employee, either on their own behalf or on behalf of their friends or family members and verified by the designated managers within the hotel that the employee works, to qualify for any discount.
- The hotel that the employee works will send the validation form on to the reservations department of the destination hotel on behalf of the employee at least three days before the date of arrival.
- You must be a current employee of the hotel when the validation form is approved for you, your friend or family member. Otherwise, the best available public rate will apply.
- The initiative is subject to availability and available rates and dates are at the discretion of each hotel.
- The employee rate is only guaranteed for one room per night up to a maximum of 3 nights per hotel in Ireland and 14 nights per hotel in Spain. Additional rooms or nights may be available on a request basis.
- The hotels can release availability at the employee discount rate, 14 days out in the Irish hotels and 60 days out at the Spanish properties. Employees can still make requests within this period, but it shall only be approved at the hotel's discretion.
- A maximum of 3 rooms can be booked by any one person at any one time on the friends and family initiative. If you require more rooms, it will be on a request basis, and available at the hotel's discretion.
- Hotel's cancellation policy applies, details can be found on the confirmation email along with the hotel T&C's.
- The final decision on whether any employee or their friends or family members qualify for a discounted rate will be made by the General Manager of the hotel in which the guest wishes to stay. This takes precedence over any other policy or rule within the employee, friends & family initiative.
- FBD Hotels & Resorts reserves the right to make changes or terminate the initiative at any time.