

## Rate for Business / Working Trips



### General Rule

For all the business/working trips from Minor Hotels to NH Hotels and vice versa, the principle to manage the room reservation and cost allocations is the following:

- ✓ If a team member of Minor stays at an NH hotel, then the team member must pay when checking out at the hotel.
- ✓ If a team member of NH stays at an Minor hotel, then the team member must pay when checking out at the hotel.
- ✓ No re-invoicing should occur.

The exceptions to such principle are:

- ✓ the Board Members of MH staying at NH hotels because they need to travel to take part in a board meeting, in preparatory meetings to such board meetings, or similar;
- ✓ those cases where the team member from Minor is performing a service or is part of a project team on the interest of NH. In these specific cases, NH should bear the costs, including taxes;
- ✓ and those cases where the team member from NH is performing a service or is part of a project team on the interest of Minor. In these specific cases, Minor should bear the costs, including taxes.

### Stays of Minor Team Members at NH Hotel Group

#### THE RESERVATIONS WILL BE MANAGED:

- ✓ Via the Assistant of the corresponding NH department sending the request to the hotel or the Regional Operations Manager.
- ✓ Or sending an email to the CRO VIP DESK (VIP RESERVATIONS [vip.reservations@nh-hotels.com](mailto:vip.reservations@nh-hotels.com)) if the Assistant is not present.

#### PRICES TO BE APPLIED FOR THESE RESERVATIONS ARE:

- ✓ Room & Meal Plan: House Use Rate.
  - 50/60/70/90 EUR + Taxes (BB) based on hotel brand below 90% forecast occupancy.
  - BAR-35% (BB) upon 90% forecast occupancy.
- ✓ F&B & Other Services: Employee discount on PVP except for those that are not from NH (owned parking and mineral water FREE).

#### TO REGISTER THESE RESERVATIONS IN TMS, NEXT GUIDELINES MUST BE FOLLOWED:

- ✓ Customer ID: 2200566288 - MINOR CORPORATION PCL.
- ✓ TMS Contract: MINOR\_BR - MINOR CORPORATION PCL - BUSINESS RATE.
- ✓ TMS Rates & Prices:
  - Rate NH\_HOUSE\_2 & Price NH\_HOUSE\_1 below 90% forecast occupancy.
  - Rate NH\_HOUSE\_D & Price BAR65% upon 90% forecast occupancy.
- ✓ In the contract, the folios are pre-determined as "Direct Payment".



### Stays of NH Team Members at Minor Hotels

The management of the reservations and the criteria to determine the MH Business Rate, should be applied according to the properties list slotted into the levels for rates included in the **MH Business Rate 0218**.