



EMPLOYEE DISCOUNT PASS

Vacation Rental properties at Rentyl Resorts & Margaritaville Rooms.

PURPOSE OF SOP

The purpose of this SOP is a guideline to request Staff Discounts at rental properties, managed by Rentyl Resorts and or the Margaritaville Resort.

Who does SOP impact?

*All Active NDM Employees (Encore, LRR, RENTYL, NDM, Burger Fi, Spectrum, Bears Den) Live employees and any other related companies run by Encore.

What are all steps needed to execute this SOP properly?

1. Print out the Employee discount pass form found in the upcoming page, either Vacation Rental or MRO Pass, Form with NDM logo is for our properties, form with MRO Logo is for Margaritaville Resort
2. The Employee Discount Pass should be filled out by the Employee based on where the employee would like to go or do. If the employee wants to stay at hotel overnight, they will fill in the dates under other.
3. The employee rate for a Rental Resort overnight stay will be 15% off the lowest advertised rate.
4. Form will need employee signature and department manager, or it will be considered incomplete.
5. Once both employee & manager fills out, HR will seek Managing principals' signature.
6. HR will respond within 72 hours of receipt of action with an approval or denial.
7. The HR department in your company will then give the signed copy of the pass back to the employee to use if needed when he/she arrives to the hotel.
8. Reservation or Confirmation number will be written on pass.
9. Pass should be sent for approval at least a minimum of 7 days in advance but no more than 30 days prior to visit.

PLEASE CONTACT THE
HUMAN RESOURCE TEAM WITH ANY QUESTIONS
AT HR@NDMHOSPITALITY.COM



Team Member Name: _____ Date: _____

Date of Visit: _____ Nights: _____

Bedrooms Needed: _____ Number of People: _____

(Family & Friends Discount will be 15% off lowest advertised rate)

PROPERTY

ENCORE REUNION

MARGARITAVILLE COTTAGES

BEARS DEN

SPECTRUM

Employee Signature / Date

Manager Signature / Date

Human Resources / Date

Managing Principal / Date

Approved Reservation # _____

Denied

Pass must be presented for approval a minimum of 7 days in advance but no more than 30 days prior to visit.
Pass must be presented to receive discount at selected outlet.

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