



Friends and Family Rate for Tata Associate Policy & Procedures

Special Offer Name	Friends and Family Rate for Tata Associate
Pricing	As per policy approved by Management. Dynamic rate of up to 50 percent of Best Available Rate are applicable. For extra adults, children or extra bed additional charges will apply. Maximum occupancy per room is defined as per hotel policy. Rate subject to availability at time of booking. Limited rooms available on the offer. Blackout dates will apply.
Booking Process	Dedicated landing page on Taj Website for availability and booking on Friends and Family Rate for Tata Associate. The booking link will lead to the discounted rate and a booking form on the dedicated landing which needs to be completed for the booking to be confirmed. Once details are completed the system will automatically send a confirmation to the email provided in the reservation. Any modification or cancelation must be done online only. No other mode is applicable for control and tracking purposes.
Special Instructions	The hotel is responsible for ensuring that documentation, including the copy of the Company Employee ID, is attached with the bills for record purposes. The employee stay is required to avail the special rate. The Friends and Family Rate for Tata Associate will vary with hotel locations/occupancy. Hotels can close out this offer on busy nights. Hotel may choose to have the rate applicable on only certain room types. Rate subject to availability at time of booking. Limited rooms available on the offer. Blackout dates will apply.



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Terms & Conditions

- The special rate can only be availed by current Tata employees only.
- The rate is applicable for personal travel only. This rate cannot be used for business travel.
- The Tata employee must stay at the hotel along with their friends and family to avail this rate.
- The original Tata company employees ID to be presented at check in. A copy of the Tata company employees ID will be retained by the hotel team for records.
- In the absence of valid company ID, the special rate will not be applicable, and the hotel will charge the regular applicable best available rate, with no discounts or inclusive.
- The offer is available at participating hotels only. Rate subject to availability at time of booking. Limited rooms available on the offer. Blackout dates will apply.
- The discounted offer is calculated on the Best Available Rate and cannot be used in conjunction with any other promotional offer, package or negotiated rate.
- A 25 percent discount on food, beverages (including alcoholic beverages) and spa services can be availed during the stay by the Employees.
- Maximum occupancy per room is defined as per hotel's policy. Additional Charges will be applicable for Children or Extra Adult in the room based on the hotel's policy.
- Credit Card Guarantee Required at the time of reservation
- Cancellation allowed 7 days prior to Check In date or as defined by the hotel at the time of the reservation. The hotel will charge penalty for the duration of the stay if cancelled within the cancellation period on the credit card provided at the time of the booking.
- In case of no show the hotel reserves the right to charge the room rate and taxes applicable for the duration of the stay on the credit card provided at the time of the booking.
- All bills will need to be settled at the time of check-out by the traveller. No credit / Bill to Company or charge to the Company Employees ID will be provided.
- This rate is not eligible to earn any points under any loyalty program.
- The Friends and Family Rate for Tata Associate cannot be booked by travel agents and are net-not commissionable.
- Reservation may be modified online only as per the predefined policy. In case of modification the rates are subject to change and rooms are based on availability.
- The Tata Employees Rate can be utilized for a maximum of 3 rooms with not more than 9 guests at a given time. Not valid on group bookings (above 3 rooms, or 9 guests). Reservations exceeding 3 rooms on overlapping dates will be considered as a group booking; each hotel reserves the right to refuse such bookings based on availability and will apply differential rates.
- Maximum Length of stay at a hotel is 7 nights. For stay more than 7 nights approval required from the hotel. Each hotel reserves the right to refuse such bookings and will apply special rates.
- Any misuse of the rate as deemed by the IHCL management will be considered as a breach of policy and will be subject to disciplinary action.
- The Tata Employees Rate Policy may be terminated or changed at any time without prior notice.
- In case of any queries please write to holiday.reservations@ihcltata.com