

Terms and Conditions: IHG® Employee Room Benefit Programme

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1. The IHG Employee Room benefit (“Employee Rate”) is a discounted room rates programme exclusively for (1) eligible employees of IHG companies; (2) eligible employees of third-party franchisees, who work at IHG-branded hotels; and (3) defined categories of former IHG employees for whom the benefit has been extended (e.g., long-term employees who are retired) (each a “Participating Employee(s)”).
2. Participating Employees can choose to book either the Employee Rate or Employee Flex Rate, hereby referred to as “Programme(s)”.

Note: the pricing for Employee Flex Rate may be more or less than the rate available for Standard Employee Rate.

3. The Employee Rate is intended for use only by the Participating Employee and guests traveling with the Participating Employee. The Participating Employee will be required to show valid identification upon check-in. The Employee Rate benefit may not be sold or transferred.
4. Participating Employees must conduct themselves appropriately when staying at any IHG branded or affiliated hotel. Participating Employees who utilize this benefit will be held accountable for their behaviour as well as the behaviour of any of their guests staying or visiting the hotel during their stay. Participating Employees shall be respectful of hotel employees and other guests as well as hotel property. Participating Employees will be held responsible for any damage(s) caused by them or their guests.
5. If the IHG Employee Room Benefit Programme is abused or used in a fraudulent manner by a Participating Employee or his/her guest, IHG reserves the right to revoke

this benefit and cancel any upcoming reservations for the Participating Employee and the Participating Employee's guest(s), as well as to pursue any other appropriate disciplinary, remedial or legal action.

6. Employee room reservations at the Employee Rate Programme can only be made online at ihg.com or through the IHG One Rewards mobile app. Reservations can only be made by the Participating Employee and should not be made at the hotel. Should a Participating Employee require an accessible room, they can call IHG Customer Care to make the reservation.
7. IHG reserves the right to cancel, void or otherwise revoke any reservation that is not authorized under, or that violates, these Terms & Conditions of the Programme. Any reservations made at the hotel level, by a hotel owner or employee to prevent Participating Employees from booking the allocated rooms, may similarly be cancelled.
8. Participating Employees:
 - a. Are permitted a maximum of fourteen (14) nights per hotel, per calendar year, per Programme.
 - b. Are permitted a maximum of two (2) rooms per booking per visit when booking as part of the Programme. Each room counts against the fourteen (14) night annual maximum.
 - c. May not hold Programme room reservations at a single hotel that exceed the maximum of seven (7) consecutive nights.
9. A reservation booked at the Employee Rate cannot be made more than 180 days in advance of the first day of the scheduled stay.
10. The Employee Rate follows the same standards as other reserved rates and must be treated as such in the absence of any violation of the terms of the Programme. Employee Rate reservations may not be cancelled or modified unless there is a clear violation of Employee Room Benefit Programme terms.
11. A room reservation booked at the Employee Rate may be cancelled only upon request by the Participating Employee but will be subject to the applicable hotel's room cancellation procedures, applicable taxes, and service charges set forth at the time the reservation is made.
12. IHG reserves the right to rescind or modify a booking for the Employee Room Benefit Programme if the Employee Rate or inventory was loaded in error by IHG on behalf of

the hotel. The hotel or IHG representative will communicate the error to the Participating Employee along with any modifications to the Participating Employee's room booking(s). The Participating Employee will have the option to accept the modified reservation and related terms or cancel with no penalty.

13. The Participating Employee who made the reservation must check in and stay at the hotel for the duration of the reservation:
 - a. The hotel will ask for photo identification at check-in and validate it against the name of the Participating employee who appears on the reservation.
 - b. Check your eligibility prior to traveling – contact your manager if your credentials expire prior to your arrival date.
14. Employee Room Benefit Programme is not eligible for, and must not be used for, IHG business-related travel.
15. The Participating Employee must maintain Employee Rate eligibility for the entire duration of the Participating Employee room booking.
16. Employee Rates (IVEDI and IVED2) qualify for IHG One Rewards points and stays count towards earning status and Milestone Rewards based on full IHG One Rewards programme terms and conditions.

Employee Rate Methodology

17. **Standard Employee Rate (IVEDI)** is determined by using a hotel's 12-month Average Daily Rate (ADR), as shown in the chart below:
 - a. IHG determines the Employee Rate for the next calendar year based on a hotel's 12-month rolling ADR as of 30 June of the current year.
 - b. This rate will remain in effect from 1 January for the next full calendar year.
 - c. New Hotel Opening rates will be based upon budgeted ADR or the STR 12-month market class tract average. Once the hotel has a 12-month rolling ADR, the Standard Employee Rate will be adjusted as outlined for existing hotels:

Rate Tier	ADR Range	Employee Rate
1	\$69.99 or less	\$39.00
2	\$70.00 - \$109.99	\$49.00
3	\$110.00 - \$124.99	\$59.00
4	\$125.00 - \$149.99	\$69.00
5	\$150.00 - \$199.99	\$79.00
6	\$200.00 - \$249.99	\$89.00
7	\$250.00 - \$299.99	\$99.00
8	\$300.00 and up	65% off BFR
All rates in USD <i>Note: Rates do not reflect pricing for all-inclusive resorts and mandated tax-inclusive hotels.</i>		

18. IHG will pre-load room inventory for the Standard Employee Room Benefit programme (IVEDI) for each night of the next calendar year for each hotel:

- Hotels with 100 rooms or more will have 3% of room inventory pre-loaded;
- Hotels with 60 to 99 rooms will have 3 rooms per night pre-loaded; Hotels may allocate more rooms for the programme at their discretion; and
- Hotels with 59 or fewer rooms will have 2 rooms per night pre-loaded
- No more than 50 dates can be blacked out each year in the reservation system.
- Hotels that have 98% occupancy or greater for 100 or more days for the 12 months preceding 30 June each year may apply directly to IHG Corporate office to re-allocate the number of Employee Rate rooms to be pre-loaded on a monthly basis.

19. If a hotel is found to be restricting the ability of Participating Employees to book allocated rooms or is non-compliant with the above terms and conditions in any other way, IHG reserves the right to review each incident of non-compliance and take action as needed.

20. **Employee Flex Rate (IVED2):** allows hotels to sell additional room types at a discount ranging from 35 – 50% off Best Flexible Rate depending on demand fluctuations.

21. **Employee Food & Beverage Discount Programme:** The IHG Employee Benefit Food & Beverage programme is an optional programme for hotels unless there is a regional brand standard which mandates that a Food & Beverage discount be offered when Participating Employee is staying on either IVEDI or IVED2. Hotels that have a regional

Food & Beverage brand standard must follow this standard when Participating Employee is staying on either IVEDI or IVED2. [Click here](#) to learn more about this; click [here](#) to access the voucher.

22. IHG reserves the right to modify these terms and conditions at any time. Any failure to enforce one or more of the terms for a violation shall not be considered a waiver of the right to enforce that term for other or subsequent violations.