



# THE STEAMBOAT GRAND

## HOMEOWNER GROUP/CONFERENCE REFERRAL PROGRAM

Thank you for your interest in the Homeowner Referral Program.

We are excited about this Referral Program and believe that it is a great way to financially reward you for being an ambassador for the resort. In addition it will help to drive occupancy and revenues for your fellow homeowners. The program is very simple to participate in.

Please take the time to read the following outline, which describes how the program works.

### **How does the program work?**

Owners will contact the Steamboat Grand Group Sales Office to inform their staff of the group/conference referral or return the Owner Referral Form. The Owner Referral Form (RAP) can be emailed to [kschneider@steamboat.com](mailto:kschneider@steamboat.com) or faxed to 970-871-5541. Owners will need to provide their name and unit number to the Group and Conference Sales Office along with the name of the group or conference and their contact person. The Steamboat Grand Group Sales Team can be reached at 970-871-5531.

### **What Commissions can I earn?**

Owners will receive a 10% commission on consumed room revenue only.

Commission can only be received under the following condition:

- Must be a direct booking only and may not be used in conjunction with other commissions. (eg. Travel agents, tour operators or 3<sup>rd</sup> party planner)
- Commission applies to room revenue only and excludes other package elements.
- Commission structure and program parameters are subject to change.
- There is no cap on commission earnings during any given year.
- Commission is only available on new business to the Steamboat Grand.
- Information regarding the referral is received prior to any reservations being booked.

### **How do I receive my commission?**

An owner will receive their commission after the group or conference has stayed at the Steamboat Grand and is paid in full.

Commission checks are issued 1-2 times a month depending on volume.

It is important to note that this program operates independently of any accounting associated with your rental unit(s). Commission earned will be recorded separately and commission checks will be issued with backup, if requested. You will receive two 1099s at year-end for tax-reporting purposes.

## Steamboat Grand Owner's Referral

<b>DATE RECEIVED:</b>	<input style="width: 100%;" type="text"/>	<b>REFERRING OWNER</b>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<b>OWNER EMAIL</b>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<b>OWNER UNIT</b>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<b>DATE SENT:</b>	<input style="width: 100%;" type="text"/>

<b>THIS REFERRAL IS FOR:</b>	<b>REC. BOOKING:</b>
<b>CONF. BOOKING:</b>	<input style="width: 100%;" type="text"/>
<b>LEAD INFORMATION:</b>	<b>POSSIBLE BOOKING:</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

<b>NAME OF ORGANIZATION:</b>		<input style="width: 100%;" type="text"/>	
<b>CONTACT PERSON:</b>	<input style="width: 100%;" type="text"/>	<b>TITLE:</b>	<input style="width: 100%;" type="text"/>
<b>ALTERNATE CONTACT:</b>	<input style="width: 100%;" type="text"/>	<b>TITLE:</b>	<input style="width: 100%;" type="text"/>

**ADDRESS:**

**PHONE:**  **DATE OF CONTACT:**

DESIRED DATES & ROOMS	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
<b>DAY OF WEEK:</b>							
<b>DATE:</b>							
<b>ROOM NIGHTS:</b>							
<b>APPROXIMATE # PPL.</b>							
<b>APPROXIMATE # LIFT TIX.</b>							
<b>APPROXIMATE # ROUNDS</b>							

MEETING SPACE REQUIRED:	DATE	TIME	SET-UP REQUIRED	# OF PEOPLE

**MARKET SEGMENT:**  **RATE REQUIRED:**

**COMMENTS:**

**FOLLOW-UP BY STEAMBOAT GRAND (PLEASE REPORT AFTER ACTION IS TAKEN)**

BUSINESS BOOKED	<input style="width: 80px;" type="text"/>	FUTURE POTENTIAL	<input style="width: 80px;" type="text"/>
		NO IMMEDIATE INTEREST	<input style="width: 80px;" type="text"/>

**ACTIONS TAKEN:**

**COMPLETED BY:**

<b>NAME:</b>	<b>TITLE:</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>DOS</b>	<b>DATE:</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>