



**REMINGTON**  
**Temporary Labor Agreement Request Form –**  
**Banquet/Kitchen**

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In order to expedite the preparation of all Third Party Temporary Staffing Agreements used for temporary banquet/kitchen labor, please complete this form. The information called for below is required at a minimum (if all appropriate blanks are not filled out, this form will be returned to the requesting party for completion). **Please have this document signed by the appropriate DVP and COO before submission to the Legal Department. This will not be processed without the appropriate signatures.**

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The following information **must** be provided for the Temporary Labor/Staffing Company:

1. Company Name: \_\_\_\_\_

2. Company Address: \_\_\_\_\_  
\_\_\_\_\_

3. Company FEIN: \_\_\_\_\_

4. Company Contact Information

Name of Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Location (Hotel Name): \_\_\_\_\_

6. Commencement Date: \_\_\_\_\_

7. Position(s) & Labor Rate

Position:	Rate:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Term (Length of Agreement): \_\_\_\_\_

9. Other information (if any): \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print name)

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DVP/EVP

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Legal

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Chief Operating Officer