# Employee / Friends and Family Accommodation Request Form

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Guest Name** |  |
| **Guest Email and Contact number** |  |
| Type of Request | ☐Employee ☐Family & Friends |
| Arrival Date | ..…./….../………… |
| Departure Date | ..…./….../………… |
| Nightly Rate | $.......................... |
| Inclusions |  |
| Number of Guests |  |
| Room Type  (request only) |  |
| Approved by CEO | Signature …………………………… |
| Employee Signature | Signature …………………………… Name ……………………………………. |
| Loaded by | Signature …………………………… Name ……………………………………. |