**Beach Camp Reservation Form**

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| Employee Name : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | #ID : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Section : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Office Tel : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mobile | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I would like to request the G.S. department to reserve for me the company beach camp for the following reason/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Required day : \_\_\_\_\_ On : \_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Section | 1st Period  07:00-16:30 hrs | 2nd Period  17:30-02:00 hrs | 1st Period  07:00-16:30 hrs | Full day  07:00-02:00 hrs | Ramadan  15:00-04:00 hrs | | “A” |  |  |  |  |  | | “B” |  |  |  |  |  | | “A&B” |  |  |  |  |  |   I understand that:   1. I will be responsible for cleaning the Beach Camp before leaving. 2. I will be responsible for the conduct and behavior of my guests and consequently the general moral of those who might jeopardize the reputation of the company. 3. I will be responsible for any damages due to negligence or misuse and the cost of the repair or replacing missing items will be determined by the company and to be deducted from my salary. 4. I must submit the camp fees to GS maximum 10 days before the required date. | | | |
| General Services Department use :  Accepted and Reservation charges received  Not Accepted for the following reasons :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |