

TRAINING/CONFERENCE ROOM RESERVATION REQUEST FORM

<u>Name:</u>	<u>Wellness Advocate ID:</u>	<u>Contact No:</u>	<u>Email:</u>

Room Type:	<input type="checkbox"/> Frankincense Room(100Pax) SGD50 (Inc GST) <input type="checkbox"/> Lavender Room(8Pax) SGD20 (Inc GST)					
Day(please circle):	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday*
Date:						
Time (2.5 hrs. per slot):						
No. of Guests:						
Is this class open to all?	Yes		No			
Payment:	<input type="checkbox"/> Credit Card _____		<input type="checkbox"/> AR	<input type="checkbox"/> Points	<input type="checkbox"/> Voucher/Others	

Monday-Friday available for booking from 10:00AM-8.30PM

*Reservations only available for booking from 11:30AM-4.30PM



The reservation fee (exclude GST) will be contributed to dōTERRA Healing Hands Foundation to assist those in need throughout the world.

Terms and Conditions:

- ❖ All requests and payment must be approved before the room is reserved.
- ❖ Reservations will be based on a *first come first serve* basis, no cancellation can be made once room reservation is confirmed.
- ❖ Reservations cannot be made more than 30 days in advance.
- ❖ The applicant is responsible for proper use of the room facilities.
- ❖ If any additional items are required, please inform the customer service staff **1** working day prior to your room booking.
- ❖ If any equipment is damaged or lost, the applicant will be responsible for the costs of repair/replacement.
- ❖ The applicant is responsible for cleaning the area and returning all equipment before leaving.
- ❖ No food allowed.
- ❖ dōTERRA Singapore reserves the right to modify above terms and conditions.

I have read and agree to comply with the terms and conditions.

Signature: _____ Date: _____

dōTERRA Enterprises Singapore Pte. Ltd.

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