

AromaTouch, Healing Hands & Co-Impact Room Rental

Applicant Requirement:

Hong Kong & Macau members (For Greater China market or overseas members, please consult Account Management Department)

Room Booking Fee:

- Office hour: HK\$50 per hour[^]

- Non office hour: HK\$200 per hour^{*^}

- Payment methods: Credit Card or AR balance from Member's own account.

* For booking within non-office hour, HK\$100 deposit is needed for borrowing the keycard (pay in cash). Room user should return the key card immediately to the keycard box when leaving the room. The user can get back the deposit at customer service counter within 3 working days. (for detail please refer to the room booking terms & conditions)

[^]Connected rooms will be calculated as two rooms charges.

Rooms	AromaTouch	Healing Hands	Co-Impact
Rooms opening hours	Monday - Friday: 11:00 - 20:00 Saturday: 11:00 - 18:00 Sunday & Public Holidays: Closed	Monday - Friday: 11:00 - 22:00 Saturday: 11:00 - 18:00 Sunday & Public Holidays: Closed	
Room functions	AromaTouch and head treatment	<ul style="list-style-type: none"> ▪ Introducing, promoting and sharing of dōTERRA products, business opportunity. ▪ DIY workshop. ▪ AromaTouch and head treatment. 	<ul style="list-style-type: none"> ▪ Introducing, promoting and sharing of dōTERRA products, business opportunity ▪ DIY workshop.
		<ul style="list-style-type: none"> ▪ Connected rooms are available for large scale meeting related to Introducing, promoting and sharing of dōTERRA products, business opportunity ▪ Yoga ▪ DIY workshop 	
Maximum Capacity #	Max. 4 pax	Seminar: Max. 16 pax DIY/Meeting: Max. 10 pax	Seminar: Max. 24 pax DIY/Meeting: Max. 16 pax

If the participants are exceeding the above mentioned maximum limit, please inquire our Customer Service team. We suggest reserving our **Healing Hands & Co-Impact** for connecting rooms.

Booking Channel:

- Please send your enquiry to Room Booking line by WhatsApp/Wechat/Line +852 6540 1347.
- All the room bookings require 2 working days for arrangement with official confirmation reply.
- For ad-hoc bookings, please contact service counter in person. Arrangement subject to first come first served basis.

Check-in:

- The applicant should check-in at the service counter in person.
- The room uses must include the applicant.
- Room rental provide free material borrowing service. Members can borrow them at the time of check-in. For details, please consult customer service.

AromaTouch , Healing Hands & Co-Impact Room Rental Terms & Conditions

- 1) Room rental services are available for Hong Kong & Macau members. For Greater China market or overseas members, please consult Account Management Department. For MetaPWR room rental, please refer to MetaPWR room rental terms and conditions.
- 2) Room reservation accept the days of the month and the following month can be rented ONLY, for example: in June, only the days of June and July can be rented.
- 3) Room reservation accept by WhatsApp/Wechat/Line to no. +852 6540 1347 ONLY.
- 4) Room rental services are subject to first come first served basis. Do not accept any rooms reserve service. Members must complete the entire rental process on the day of application included payment. Reservations are being confirmed according to the time of payment with official confirmation reply.
- 5) The room reservation period is calculated on an hourly basis, and partial hour is also charged as an hourly rate.
- 6) The rooms rental fee must be paid by credit card or AR from member's own account.
- 7) If there is any changes or cancellation for reservation which within office hours, please contact us 24 hours prior the booking. *dōTERRA Hong Kong* will amend/ cancel the reservation with refund according to the actual room reservation situation. If member amend/cancel the reservation without notice or less than 24 hours notice, no refund will be made. (Adverse weather or special circumstances and the company is closed are not subject to this clause)
- 8) If member amend/cancel the reservation which is out of office hours, no refund will be made.
- 9) If the reservation is out of the office hours, the reservation must be made two days in advance, and a deposit of HK\$100 for borrowing key card must be paid in cash at the time of check-in. The key card must be returned to the designated box after using the room on the same day. Deposit can be collected by the applicant within 3 business days after room rental. If the deposit is not collected within three working days, the deposit will not be refunded. If the key card is not returned to the designated box after using the room on the same day/lost/damaged, the deposit will not be refunded.
- 10) Absence or late for more than 30 minutes will be regarded as the cancellation of the reservation, no refund will be made.
- 11) Please check-in the room at reception on time. Check-out and return the room on time according to the confirmed reservation time.
- 12) Members can only hold related activities of *dōTERRA* at the venue such as introduce, promote, share *dōTERRA*'s products and career development opportunities etc.
- 13) In order to make good use of room resources, if the same organization/group reserve more than one room per event, the company reserve the right to review the number of people participate in the event and amend the number of rooms required.
- 14) If there is any ad-hoc room booking, we allocate rooms on a first come, first served basis.
- 15) No eating or drinking are allowed. Please keep the venue clean.
- 16) Please do not bring any pets.

- 17) Users should reinstate the facilities and equipment settings and make sure they are in good condition. The User is liable for any accident, injury, loss or damage which may occur during the rented period. Users are required to bear related maintenance cost or compensation. Deposit will not be refunded.
- 18) After the activity, the venue and equipment need to be reinstated. The rented equipment and tools must be properly placed, and all lights and air conditioners must be turned off. If the activity is finished out of office hours, the applicant must ensure all participants are left and ensure that the main door is fully closed.
- 19) It is strictly forbidden to use any naked flames or fire tools on the site.
- 20) Do not bring any electrical appliances or other items that need to be connected to the electronic power supply. If there is a need or special circumstances, please inquire with the customer service before making reservation, and it must be confirmed by the company before it can be used.
- 21) To use the room for massage, please bring your own tissues, bed covers and towels.
- 22) Unauthorized use of company display products is not allowed.
- 23) All rooms are equipped with CCTV for security purposes, please do not cover or block the CCTV monitor by any objects.
- 24) Please do not store any personal belongings in each room. All stuffs will be disposed if found.
- 25) If applicants and users repeatedly breached the above regulations of use of venue. dōTERRA Hong Kong will reserve the right to reject the applicant's rest reservations of rooms, and reserve the right to view CCTV recordings.
- 26) If the room reservation is out of office hours, please call the CHK management office immediately in case of emergencies or emergencies, Tel: 3119 0288.
- 27) In case of fire, please call the CHK management office immediately, Tel: 3119 0288. and emergency number 999. Members must immediately arrange all participants to escape through the nearest staircase and do not use the lift.
- 28) In case of typhoon or adverse weather, it will be handled in accordance with the rules of the office in adverse weather.
- 29) dōTERRA Hong Kong will reserve the final decision on all room assignments.
- 30) dōTERRA Hong Kong reserve the right to make changes to these terms and conditions from time to time without providing any prior notification.
- 31) dōTERRA Hong Kong reserves the right of all final decision related to the room reservation and any disputes.