

New office Room Booking Policy

Healing Hand Room, Co-Impact Room & AromaTouch Room Booking

	MetaPWR Room	AromaTouch Room	Healing Hand Room	Co-impact Room	Combine Room
Opening Hour (Mon - Fri)	11:00 - 20:00		11:00 - 22:00		
Opening Hour (Sat)	11:00 - 18:00				
Opening Hour (Sun & Holidays)	Closed				
Opening Hour (Special Whether)					
Function	Normal Meeting	AromaTouch / Head Treatment	Normal Meeting/ DIY/ AromaTouch / Head Treatment	Normal Meeting/ DIY	
Fee (Opening Hour)	Free	HK\$50/hour (Start from 1 st Dec 2022)			
Fee (Non Opening Hour)	N/A	N/A	HK\$200 /hour (Start from 1 st Dec 2022) *for non opening hour, members should borrow keycard with HK\$100 deposit (in cash)		
Member Rank Requirement	Silver or Up	All members			

Healing Hand Room, Co-Impact Room & AromaTouch Room are available to :

All Hong Kong & Macau members

Healing Hand Room, Co-Impact Room & AromaTouch Room booking fee:

- Fee (Office hour): HK\$50 per hour
- Fee (Non office hour): HK\$200 per hour
- Payment methods: Credit Card or AR balance

**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 1-3 working days. (for detail please refer to the room booking terms & conditions)*

Healing Hand Room, Co-Impact Room & AromaTouch Room opening hours:

AromaTouch Room:

Monday - Friday: 11:00 - 20:00

Saturday: 11:00 - 18:00

Sunday & Public Holidays: Closed



Healing Hand Room, Co-Impact Room & AromaTouch Room Booking

Healing Hand Room, Co-Impact Room:

Monday - Saturday: 11:00 - 22:00

Sunday & Public Holidays: Closed

Healing Hand Room, Co-Impact Room & AromaTouch Room functions:

AromaTouch Room:

For AromaTouch and head treatment

Healing Hand Room:

For introducing, promoting and sharing of dōTERRA products, business opportunity. Available for DIY workshop, AromaTouch and head treatment.

Co-Impact Room:

or introducing, promoting and sharing of dōTERRA products, business opportunity. Available for DIY workshop.

Healing Hand Room, Co-Impact Room & AromaTouch Room booking channel:

Please send your enquiry to Room Booking WhatsApp 6540 1347

All the room bookings takes 2 working days to arrange. Users should get the confirmation from company WhatsApp.

For ac hoc bookings, please contact service counter in person. First come first serve.

Healing Hand Room, Co-Impact Room & AromaTouch Room check in process:

The applicant should check in in persona at the service counter.

The room uses must include the applicant.

Healing Hand Room, Co-Impact Room & AromaTouch room T&C

1. Healing Hand Room, Co-Impact Room & AromaTouch room rental services are available for dōTERRA Hong Kong members. (Excluding MetaPWR room, please refer to MetaPWR room rental terms and conditions)
2. Only accept the days of the month and the following month can be rented, for example: in June, only the days of June and July can be rented.
3. Only accept reservations by WhatsApp to no. 6540 1347. All room reservations need to be confirmed by dōTERRA Hong Kong.
4. The rooms rental fee must be paid by credit card or AR on member's account.
5. If there is any changes or cancellation, please contact us by returning WhatsApp confirmation message 24 hours prior the booking. dōTERRA Hong Kong will assist to amend/cancel the reservation with refund according to the actual room reservation situation.
6. 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)
7. Absence or late for more than 30 minutes will be regarded as the cancellation of the reservation, no refund will be made.
8. Please check-in the room at reception on time and must check-out and return the room on time according to the confirmed reservation time.
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 borrow 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 from the next day. 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. Members can only hold related activities of dōTERRA at the venue such as introduce, promote, and share dōTERRA's products; career development opportunities, etc.
11. 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.
12. If member instantly reserve our rooms, all rooms are reserved on a first-come, first-served basis.
13. Please keep the venue clean. No eating or drinking are allowed. Please do not bring any pets.
14. The applicant is required to maintain the equipment in normal and complete operation. If any venue equipment and items are damaged or lost, the applicant shall be responsible for the relevant maintenance costs or compensation.

Healing Hand Room, Co-Impact Room & AromaTouch room T&C

15. After the activity is completed, the venue and equipment need to be restored to their original state. The rented equipment and tools must be properly placed, and all lights and air conditioners must be turned off. If the activity is completed out of office hours, the applicant must ensure all participants is left and ensure that the main door is fully closed.
 16. To use the room for aroma touch, please bring your own tissues, bed covers and towels.
 17. All rooms are equipped with CCTV for security purposes, please do not cover or block the CCTV monitor by any objects.
 18. Please do not store any personal belongings in each room. All stuffs will be disposed if found.
 19. 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.
 20. If the room reservation is out of office hours and there are no staff on duty, please call the CHK management office immediately in case of emergencies or emergencies, Tel: 3119 0288.
 21. 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.
 22. In case of typhoon or adverse weather, it will be handled in accordance with the rules of the office in adverse weather.
 23. Please strictly comply with anti-epidemic regulations which announce by Hong Kong Government.
 24. dōTERRA Hong Kong will reserve the final decision on all room assignments.
 25. dōTERRA Hong Kong reserve the right to make changes to these terms and conditions from time to time without providing any prior notification.
 26. dōTERRA Hong Kong reserves the right of all final decision related to the room reservation and any disputes.
- *Restriction on no. of persons allowed per group gathering will be adjusted in accordance with the latest Prevention and Control of Disease Regulation*
 - *All members and participants should use the "LeaveHomeSafe" mobile app to scan the venue QR code upon arrival.*
 - *All members and participants should always wear face mask in public place of dōTERRA Hong Kong. No eating or drinking are allowed in public place of dōTERRA Hong Kong.*

MetaPWR room T&C

1. MetaPWR room rental services are available for our dōTERRA Hong Kong Wellness Advocates with ranking level of Silver or above
2. Only accept the days of the month and the following month can be rented, for example: in June, only the days of June and July can be rented.
3. Only accept reservations by WhatsApp to no. 6540 1347. All room reservations need to be confirmed by dōTERRA Hong Kong.
4. Each dōTERRA Hong Kong Wellness Advocates with ranking level of Silver or above will receive the relevant monthly room hours quota by different ranking levels. dōTERRA Hong Kong will review the calculation of the highest level the member has achieved in the past 6 months.
5. If there is any changes or cancellation, please contact us by returning WhatsApp confirmation message 24 hours prior the booking. dōTERRA Hong Kong will assist to amend/cancel the reservation according to the actual room reservation situation.
6. If member amend/cancel the reservation without notice or less than 24 hours' notice will be regarded as a cancellation of the reservation. Monthly room hours quota will be deducted as usual, and no additional time will be offered. (Adverse weather or special circumstances and the company is closed are not subject to this clause)
7. Absence or late for more than 30 minutes will be regarded as the cancellation of the reservation. Monthly room hours quota will be deducted as usual, and no additional time will be offered.
8. Please check-in the room at reception on time, no additional time will be offered.
9. Please check-out and return the room on time according to the operation hours of Will Call.
10. Members can only hold related activities of dōTERRA at the venue such as introduce, promote, and share dōTERRA's products; career development opportunities, etc.
11. 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.
12. If member instantly reserve our rooms, all rooms are reserved on a first-come, first-served basis.
13. Please keep the venue clean. No eating or drinking are allowed. Please do not bring any pets.
14. The applicant is required to maintain the equipment in normal and complete operation. If any venue equipment and items are damaged or lost, the applicant shall be responsible for the relevant maintenance costs or compensation.
15. After the activity is completed, the venue and equipment need to be restored to their original state. The rented equipment and tools must be properly placed, and all lights and air conditioners must be turned off. If the activity is completed out of office hours, the applicant must ensure all participants is left and ensure that the main door is fully closed.

MetaPWR room T&C

16. All rooms are equipped with CCTV for security purposes, please do not cover or block the CCTV monitor by any objects.
 17. Please do not store any personal belongings in each room. All stuffs will be disposed if found.
 18. 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.
 19. In case of typhoon or adverse weather, it will be handled in accordance with the rules of the office in adverse weather.
 20. Please strictly comply with anti-epidemic regulations which announce by Hong Kong Government.
 21. dōTERRA Hong Kong will reserve the final decision on all room assignments.
 22. dōTERRA Hong Kong reserve the right to make changes to these terms and conditions from time to time without providing any prior notification.
 23. dōTERRA Hong Kong reserves the right of all final decision related to the room reservation and any disputes.
- *Restriction on no. of persons allowed per group gathering will be adjusted in accordance with the latest Prevention and Control of Disease Regulation*
 - *All members and participants should use the "LeaveHomeSafe" mobile app to scan the venue QR code upon arrival.*
 - *All members and participants should always wear face mask in public place of dōTERRA Hong Kong. No eating or drinking are allowed in public place of dōTERRA Hong Kong.*