



## Training Room reservation request form

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

Room Type <small>(Odd hour refers to non-operation hours)</small>	Frankincense Room (80 Pax)			Lavender Room (8 Pax)		
	<input type="checkbox"/> Per Hour <b>S\$20.00/hr (Inc GST)</b> during office hour			<input type="checkbox"/> Per Hour <b>S\$8.00/hr (Inc GST)</b> during office hour		
	<input type="checkbox"/> Odd Hour <b>S\$30.00/hr (Inc GST)</b>			<input type="checkbox"/> Odd Hour <b>S\$18.00/hr (Inc GST)</b>		
Date <u>  </u> / <u>  </u> / <u>  </u> <small>(Please circle the day)</small>	Mon	Tue	Wed	Thu	Fri	Sat
Reservations Time	From _____ to _____					
Additional Air-con usage <small>(S\$32/hour)</small>						
Estimated no of Guest						
Payment Mode	<input type="checkbox"/> Credit Card _____		<input type="checkbox"/> AR		<input type="checkbox"/> Voucher	
Do you like us to promote your event? <small>(If yes, please provide us the details)</small>						



Reservation fees (after deducting Operational cost) will be contributed to dōTERRA Healing Hands Foundation to assist those in need throughout the world.

### Terms and Conditions:

- ❖ The room reservation will be confirmed after full payment is made. Cancellation is not allowed after the confirmation.
- ❖ Reservations will be based on a *first come first serve* basis and can only be made 30 days in advance.
- ❖ The applicant is responsible for proper use of the room facilities. Frankincense room is arranged in **Theater style** (default setting) unless otherwise requested. Any modifications made to the default setting arrangement have to be restored to its default setting after use.
- ❖ If any additional items are required, the applicants may inform the customer service agent **3** working days prior to event date.
- ❖ If any equipment is damaged or lost, the applicant will be responsible for the costs of repair/replacement. The applicant responsible for cleaning the area and returning all equipment before leaving.
- ❖ No food is allowed. However should applicant wish to serve food during the event, the applicant will need to get approval from the Company. All requests will be considered on a case-by-case basis.
- ❖ Only light refreshments may be served at the event. Company reserves the right to charge **SGD40** cleaning services per hour if the applicant leaves the room in an unsatisfactory condition.
- ❖ dōTERRA Singapore reserves the rights 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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