



Training Room reservation request form

Name:	Wellness Advocate ID:	Contact No:	Email:

Room Type (Odd hour refers to non-operation hours)	Frankincense Room (80 Pax)			Lavender Room (8 Pax)		
	<input type="checkbox"/> Per Hour S\$20.00/hr (Inc GST) during office hour <input type="checkbox"/> Odd Hour S\$30.00/hr (Inc GST)			<input type="checkbox"/> Per Hour S\$8.00/hr (Inc GST) during office hour <input type="checkbox"/> Odd Hour S\$18.00/hr (Inc GST)		
Date __/__/____ (Please circle the day)	Mon	Tue	Wed	Thu	Fri	Sat
Reservations Time	From _____ to _____					
Additional Air-con usage (S\$32/hour)						
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? (If yes, please provide us the details)						



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.

111 Somerset Road, #12-28 TripleOne Somerset, Singapore 238164

(Tel) +65 68016900 | (Email) singapore@doterra.com