



Training Room Reservation Request Form

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

Room Type <small>(Odd hour refers to non-operation hours)</small>	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"/> Per Hour S\$8.00 /hr (Inc GST) during office hour		
	<input type="checkbox"/> Odd Hour S\$30.00/hr (Inc GST)			<input type="checkbox"/> Odd Hour S\$18.00 /hr (Inc GST)		
Date <u> </u> / <u> </u> / <u> </u> <small>(Please circle the day)</small>	Mon	Tue	Wed	Thu	Fri	Sat
Reservation Timing	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	<input type="checkbox"/> CASH	
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.
- ❖ Reservations can only be made 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 **3** working days prior to your event date.
- ❖ Additional refundable deposit of **SGD 50** is required upon booking.
***The deposit will be fully refunded, after the event if the room used is handed over in clean and satisfactory condition as determined by the Management. If there is a cost incurred for cleaning or repairs, additional charges may applies to the member who booked the room.**
- ❖ No food is allowed.
- ❖ dōTERRA Singapore reserves the rights to modify above terms and conditions.
- ❖ Odd hour bookings have to be made requested **3 weeks** in advance and approval of room reservation is subjected to manpower availability.
- ❖ **I have read and agreed to comply with the terms and conditions.**

Signature: _____

Date: _____

dōTERRA Enterprises Singapore Pte. Ltd.

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