

COMPLIMENTARY TRAINING ROOM RESERVATION REQUEST FORM

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

Room Type:	<input type="checkbox"/> Frankincense Room(80Pax)	<input type="checkbox"/> Lavender Room(8Pax)
Event Date:		
Time of Event :		
Presenter Name and ID :		
Topic :		
Any other details :		

***You will receive an email notification if your room reservation if successful.**

Terms and Conditions:

- ❖ Complimentary training room available for booking from Monday to Friday from 12:00pm – 8:30pm.
- ❖ The training must be open to public.
- ❖ Reservations will be on a *first come first serve* basis.
- ❖ Reservations cannot be made more than 30 days in advance.
- ❖ The applicant is responsible for proper use of the room facilities and a refundable deposit of SGD50 is required on the event day.
- ❖ If any additional items are required, please inform the customer service agent **3** working day prior to your event date.
- ❖ If any equipment is damaged or lost, the applicant will be responsible for the costs of repair/replacement.
- ❖ The applicant is responsible for cleaning the area and returning all equipment before leaving.
- ❖ No food is allowed.
- ❖ dōTERRA Singapore reserves the right to modify above terms and conditions.

I have read and agree to comply with the terms and conditions.

Signature: _____

Date: _____

dōTERRA Enterprises Singapore

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