



## *Training Room Booking Application Form*

Venue Requested (circle): Sydney / Perth

Applicant's Full Name (Hirer): \_\_\_\_\_

Member Number: \_\_\_\_\_

Rank: \_\_\_\_\_

Contact Number: \_\_\_\_\_

*(Optional)*

Second Applicant's Full Name (Delegate): \_\_\_\_\_

Member Number: \_\_\_\_\_

Rank: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Event Title: \_\_\_\_\_

Topic Summary: \_\_\_\_\_

Speaker/s: \_\_\_\_\_

Rank/s of Speaker/s: \_\_\_\_\_

Language: \_\_\_\_\_

Event Type (circle): Workshop / Lecture / Product training / Business training / Other

Fee to Attend (circle): Yes / No

Type of Meeting (circle): Public\* / Private

\*All **public** events will be advertised on the Young Living Australia and New Zealand corporate websites and will require further correspondence via email in order to complete the booking process.

	First preference	Second preference	Third preference
Date requested			
Time requested			

Expected Number of Attendees: \_\_\_\_\_

All **public** events are free to host (no administration fees), however **private** events will be assessed on a case-by-case basis.

For the damages/loss of equipment or materials, or cleaning fee (if applicable):

- Please charge my card on file ending in: \_\_\_\_\_ (circle): Visa / Mastercard
- Alternatively, please call me for credit card details.

Applicant signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

(By signing this document, I acknowledge that I have read through and agree to the booking policy and terms & conditions)

This section is to be completed by the Silver or above member, on behalf of their downline Executive ranked member, for bookings outside of business hours (booking times that exceed office hours, evenings or weekends):

I, \_\_\_\_\_ the Silver or above leader, agree to accept all responsibility for the use of the training room outside of business hours on behalf of my downline member \_\_\_\_\_. I confirm that I have read and agree to the booking policy and terms and conditions outlined in this document. I understand that I will be held liable for any loss or damage to any equipment or materials owned or rented from Young Living, or any cleaning of the premises required after the event.

Signature: \_\_\_\_\_ Member No.: \_\_\_\_\_ Date: \_\_\_\_\_

If you are registering to host a **public** event, you will be contacted by email to fill out a secondary online form (via JotForm) in order to finalise your reservation.

Email this form along with your signed training room booking policy form to [training.au@youngliving.com.au](mailto:training.au@youngliving.com.au) for SYDNEY, and [perthtraining@youngliving.com.au](mailto:perthtraining@youngliving.com.au) for PERTH