



Sydney Training Room Booking Policy

This policy is for the benefit of all Young Living members to access the training room to hold public or private events. The training room in Sydney may be booked for approximately 60 guests.

General Hours

- The Sydney training room is available 9am to 10pm, Monday to Sunday.
- It is advised that all meetings end by 9pm to allow for time to clean and reset the room as all attendees need to clear the building by 10pm.
- For bookings outside of business hours (booking times that exceed office hours, evenings or weekends) availability is limited to Silver or above ranks and applications will be considered on a case by case basis.
- Silver or above members may book the training room outside of business hours (booking times that exceed office hours, evenings or weekends) on behalf of their Executive ranked downline members. In doing so, the Silver or above member assumes all responsibility, will be held liable for any damage, or cleaning of the premises that may be required.

Users

- All active members of Young Living are permitted to book the training room.
- Members who wish to book the training room must be in good standing with Young Living.
- Events should be open (public) to all teams, however private meetings (with only members from the same team) can be arranged.
- Applicants holding a public event can reserve a maximum of 20 seats for attendees from his/her team. The remaining seats should then be advertised to other members/non-members. This must be communicated with Young Living Australia and New Zealand at the time of the booking confirmation. A name list of your attending team must be submitted to Young Living at least 5 days prior to the event. Any unfilled seats that were reserved should then be released for any members/non-members to book.
- Number of users - Minimum capacity of the training room is 10 people. Maximum capacity of the training room is 50 people.
- For meetings or events of less than 10 people, please contact training.au@youngliving.com.au to book one of our smaller meeting rooms.

Office Supplies/Services

- Young Living will provide the following items for each event held:
 - Water, Slique Tea and Cups.
 - A LED TV with AV equipment.
 - Audio/Video Conference equipment.
 - A Projector.
 - One massage table.
 - Chairs.
 - Trestle table (confirm availability upon booking).
- The Hirer should anticipate to supply the following items:
 - Product Samples, Product Guides, Price Lists & Income Disclosure Statements.

- Portable Devices: Laptops, Tablets, Cables and Chargers.
- Stationery: Paper, Note Pads, Staplers, Tape, Highlighters, Pen & Pencils.
- Others: CD player, Towels, Yoga Mats or any other equipment needed.
- There is no storage is available.
- There will be no printing facilities provided.
- Young Living are unable to provide technical support or staff.

Rental Fee

- We are currently offering the use of the training rooms without a bond payment or administration fee, effective 1 February 2019. This is subject to change after a trial period of 6 months.
- Public events will be advertised on the Young Living Australia and New Zealand corporate websites on either the Perth or Sydney Training Room Calendar for all members to access.
- For events that are: 8+ hours, the booking time exceeds office hours, during an evening or on a Saturday please email training.au@youngliving.com.au as these bookings are limited and subject to availability.
- Additional water and tea can be purchased by contacting training.au@youngliving.com.au at the following cost:
 - Water 20L bottle: \$10
 - Box of Slique Tea: \$20
 - Cups per 100: \$5

Booking Procedure

- Please take the time to read the policy document/s, then send the completed application form to training.au@youngliving.com.au for Sydney bookings and perthtraining@youngliving.com.au for Perth bookings.
- All applications for the next month must be received by the 15th of the current month to be considered.
- Each booking will be considered on a case-by-case basis depending on staff and room availability.
- Approval is not necessarily guaranteed. Young Living reserves the right to refuse a request to hire training room/ facilities without reason. Young Living's selection criteria includes but is not limited to: requested date and time, variety of topics, size of event, etc.
- Young Living will only accept a maximum of one evening booking per speaker per month, unless space is available.
- Young Living will check member eligibility and room availability.
- For **private** events, Young Living will notify the hirer via email whether the specified room is available at the requested time and will confirm or deny the booking. These events will not be advertised on the Young Living website.
- For **public** events, Young Living will notify the hirer via email whether the specified room is available at the requested time and will tentatively confirm or deny the booking. Then, if the time slot is available, Young Living will send (email) an additional online form (via JotForm) that must be completed and submitted within 2 business days, otherwise the tentative booking will be forfeited. The hirer must complete every step of the online form in order to confirm the booking – i.e. if any fields are left as "TBA", the tentative booking will be forfeited. Once Young Living receives the completed online form, the hirer will receive confirmation of the booking and the event will be advertised on the Young Living website.
- Public events for the following month are uploaded to the Young Living website around the 20th of each month – this gives each event a minimum of 10 days online advertisement.
- Last minute bookings are not guaranteed any advertisement, however Young Living will try to accommodate these requests.

Access

- Please allow enough time prior to your event to pick up access keys (if needed) and learn procedures.

- For events within business hours, please arrive at least 2 hours prior to your event to set up.
- If your event is after hours i.e. weekends or evenings, you may pick up keys until 4pm on the last business day before your event. Keys must be returned on the first business day after your event.
- Parking is in the PUBLIC car park on the lower level B2. Weekday access is 7am – 10pm. Weekend access to the public car park is between 8am - 10pm.
- If your event is outside of business hours, you and your attendees will need to contact the Concierge via the intercom at the lift in the B2 carpark.
- Variations to the above procedure may be considered on a case-by-case basis

Functionalities

- The training room is reserved for various purposes: business training, product training, sharing sessions, workshops, Raindrop Technique, meditation, yoga or anything that is Young Living related.
- Businesses other than Young Living are not permitted.

Claims and Topics

- The Young Living opportunity and products should be shared in accordance with the policies and procedures.
- No non-compliant topics should be discussed at the event.
- The Hirer, Delegates and all Attendees agree not to make unauthorised claims about any Young Living product which include claims that Young Living products are intended for use in the diagnosis, cure, mitigation, treatment or prevention of any disease, ailment or illness.
- The Hirer should display and hand out a copy of the latest Income Disclosure Statement if you are discussing the Young Living business or enrolling a new member/s at the event.
- If discussing the Young Living business, explain that actual earnings and sales vary from person to person depending on factors including the person's personal skills and the time and effort put in.
- Do not make false or misleading representations about the timing or earnings from involvement in Young Living.

Time Restriction

- Each booking is in ½ day, 1 day, day + evening or weekend time slots.
- Other hours are handled on a case-by-case basis.
- Minimum reservation is 2 hours.

Orders Taken at Meetings

- The Hirer can arrange for orders to be taken at the closing of the event, however please be mindful of the timing of the Product Pick-Up Facility for collections. If meetings are to promote a particular range of products, please give Young Living advanced notice for organising stock.
- Sydney Product Pick-Up is open Monday to Friday, 10am to 6pm and on Saturday, 9am to 3pm. AEST. Please allow enough time for our Product Pick-Up staff to assist with order collections prior to our closing time.
- Orders can be submitted via the onsite computers.
- Essential Reward orders set for Product Pick-Up can be collected during regular business hours.

Communications

- We welcome any enquiries, however booking requests and booking confirmations are only accepted in writing.

- The Hirer is responsible for advertising (other than the Young Living website) and taking registrations for the event.
- Young Living will list public events on the Training Room Calendar on the Australia and New Zealand corporate websites. Please provide your registration link upon confirmation of the booking. Should it be a corporate event, event registration will be managed by Young Living Australia and New Zealand.

Cancellations

- At least 48 hours notice is required for cancelling your booking.
- Failure to notify of any cancellation may put any requests for future bookings in jeopardy.
- Notice of cancellation must be received in writing.

Responsibility and Liability

- Young Living Australia and New Zealand takes no responsibility for the loss or damage to any equipment or materials owned or rented by an individual or group using its training room, before, during, or after the event, or at any time.
- Any individual or organisation holding an event in the Young Living training room must fully release and discharge Young Living and its employees from any and all claims from injuries, including death, damages, or loss which may arise, or which may be alleged to have arisen out of, or in connection with the event.
- Use of the facility may be terminated at any time if the conduct of the group or any member of the group is disruptive, to the normal business of Young Living Australia and New Zealand, abusive or dangerous to individuals, equipment, or furnishings.
- Damages incurred during the use of the facility (breakage, loss of equipment or furnishings owned by Young Living Australia and New Zealand), or any cleaning required after the event shall be claimed by Young Living and charges therefore billed to you on behalf of your group for immediate reimbursement.
- Young Living reserves the right to change this policy without notice and fees are subject to change.
- All Children under the age of 18 attending events with their parents at the Sydney Training Room are not to be left unattended at any time. Children must be supervised throughout the whole event. While it is advisable children do not attend business meetings, it is the responsibility of the Hirer to ensure supervision is arranged.

Standard Terms & Conditions

The hire of the Young Living Australasia PTY LTD ("Young Living") training room and facilities is subject to the following terms and conditions:

1. Bookings are subject to availability and if the training room/facilities are available shall be confirmed by an official e-mail once Young Living receives the Booking Form.
2. The member named on the Booking Form will be deemed to be the 'Hirer' and the Hirer together with any such delegates specified on the Training Form ("Delegates") shall comply with these terms and conditions at all times.
3. The Hirer is strictly prohibited from sub-hiring or further offering for hire any Hired Training Room/ Facilities to any third parties.
4. A public meeting is an event that any non-member or member from any organisation within Young Living can attend. These events are advertised publicly on Young Living Australia and New Zealand corporate websites on either the Perth or Sydney Training Room Calendar. The Hirer is responsible for attendee registration.

5. A private meeting is a closed event that only people who are personally invited by the Hirer may attend. These events are not advertised publicly on Young Living corporate websites. The Hirer is responsible for all advertising and attendee registration.
6. The Hirer agrees to indemnify and keep indemnified Young Living from and against all loss, damage, costs, claims, demands, expenses or charges which Young Living may sustain or incur in respect of any matter arising out of the negligence or wilful default of the Hirer or Delegates, and to pay to Young Living on demand such sums as may be payable by reason of this indemnity.
7. Young Living reserves the right to cancel any booking upon written request for any reason up to 48 hours prior to the date of hire. Young Living shall only cancel a booking after this period due to but not limited to acts of God or public enemy, calamity or any unforeseen operational requirements of Young Living.
8. Young Living reserves the right for any Young Living employees, or any persons authorised by Young Living to enter the Hired Training Room/ Facilities at any time and for any reason.
9. Young Living employees or any persons appointed by Young Living are authorised to enforce these terms and conditions and to refuse entry to the Hired Training Room/ Facilities or to require any persons to leave.
10. No alteration is permitted to the Hired Training Room/ Facilities furnishings, structure, IT or electrical infrastructure without the express permission of Young Living.
11. Hirer must confine numbers of Delegates to that specified on the Booking Form and shall not use any equipment not specified on the booking form or in the terms and conditions.
12. Hirer will notify Young Living immediately, or in any event within 24 hours, of any incident or damage that occurred on Young Living premises during the hiring period.
13. The office may be closed at the time of hiring so any assistance should be requested in business hours.
14. No charges and donations are allowed by the Hirer, unless Young Living management approves these. Please include your request at the time of application for a booking.
15. Due to staffing resources, we may not be able to fulfil all completed applications.
16. The policies and procedures are applied to the usage of Young Living premises. Young Living owns the final judgment to change policy without notice. Young Living is in charge of any of the events in Young Living premises, including production, organisation and management.
17. You are prohibited from making an inaccurate and impermissible claims about any of Young Living's products. For more information, please refer to the Young Living Policies and Procedures.

I confirm that I have read and agree to abide by the conditions outlined in the Training Room Booking Policy:

Signature: _____ (Hirer)

Signature: _____(Delegate)

Date: _____

Date: _____