

TRAINING ROOM BOOKING APPLICATION FORM

*Applicant's Full Name:

*Membership Number:

*Rank:

*Contact Number:

*Upline Diamond:

Event Title:

Speaker(s):

Rank(s):

Workshop Description:

Yes (within 100 characters, please send to HK Events email)

No

Language:

English

Cantonese

Mandarin

Others:

Type of Meeting:

Public (Listed on Website & MindBody)

Private (Not listed on Website & MindBody)

Date Requested: (1st priority)

(2nd priority)

(3rd priority)

Time Period:

(1st priority)

(2nd priority)

(3rd priority)

Expected Number of Attendees:

Additional Service/ Facilities Request:

LED TV

Massage Table

Product Request

*Products available based on the monthly theme; only available for Senior Star or above
 ** Products shall be returned on the same day. Please return the physical product if the bottle is empty.

Client Signature:

(By signing this document, I acknowledge that I have read through and agreed to the Rules & Regulations and Terms & Conditions.)

Date Signed:

Remarks:

Standard Terms & Conditions

The hire of Young Living Hong Kong Limited (“Young Living”) training room and facilities is subject to the following terms and conditions:

1. Bookings are subject to availability and if such training room/ facilities are available shall be confirmed once Young Living receives the Fee in full /and that is confirmed by an official e-mail.
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. 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 willful 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.
5. Young Living reserves the right to refuse a request to hire training room/ facilities without reason.
6. 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 and if so, will refund the Hire Fee to the Hirer in full. 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. If Young Living cancels a booking due to an unexpected event it shall refund the Hire Fee to the Hirer in full.
7. The Hirer shall be permitted to cancel a booking upon written request at least 48 hours before the date of hire and will receive a refund in full. In the event that the Hirer wishes to cancel less than 48 hours before hire, no refund is applicable.
8. All refunds will be made back to the Hirer within 30 days of cancellation.
9. Young Living reserves the right for any Young Living employees, or any persons authorized by Young Living to enter the Hired Training Room/ Facilities at any time and for any reason.
10. Young Living employees or any persons appointed by Young Living are authorized to enforce these terms and conditions and to refuse entry to the Hired Training Room/ Facilities or to require any persons to leave.
11. No alteration is permitted to the Hired Training Room/ Facilities furnishings, structure, IT or electrical infrastructure without the express permission of Young Living.
12. 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.
13. 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.
14. The office will be closed 30 minutes after the scheduled meeting end time promptly.
15. No charges and donations are allowed by the Hirer, unless Young Living management approves these.
16. Due to staffing resources, we may not be able to fulfill all completed applications.
17. The policies and procedures is applied to the usage of Young Living Premise. Young Living owns the final judgment to change policy without notice. Young Living is in charge of any of the events in Young Living Premise, including production, organization and management.
18. You are prohibited from making an inaccurate and impermissible claims about any of Young Living’s products. For more information, please refer to the policies and procedures.
19. The rules and regulations for training room rental is applicable to the Hirer and Delegates.
20. Member must pay for the above products with full wholesale price, if fail to return the products on the same day

MEMBER WORKSHOP PRODUCT SUPPORT REQUEST FORM

Full Name: _____

Membership No. & Rank (Senior Star or above): _____

Phone Number: _____

Email Address: _____

Workshop date: _____

Workshop Title _____

	Item Code.	Product Name	Qty borrowed (max. 1 unit for each item)	Qty Returned
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**10 units max.*

**Member must pay for the products with full wholesale price if fail to return the products on the same day.*

**Product available depends on the monthly theme*

**Out of stock items will not be provided.*

Product Pick up:

Signature of Member or Authorized Representative

Product Return:

Signature of Member or Authorized Representative

Acknowledged by Young Living Staff

Date

Members are suggested host workshop according to the following themes.

2018 Workshop Themes		Products available
June	Seedlings (Baby massage, nursery tips)	Seedlings set x1
July	Feelings Kits, Emotional Wellness, Seedlings	Feelings Kits x1 Seedlings set x1
August	Emotional Wellness, Raindrop Technique, PSK oils	Raindrop collection x1 PSK set x1
September	Thieves (Natural Cleaning), Raindrop Technique	Thieves product (Display only) x1 Raindrop collection x1
October	Thieves (Natural Cleaning), Ningxia Red	Thieves product (Display only) x1 NingXia Red (Display only) x1
November	Ningxia Red, Savvy Minerals (e.g. Christmas party makeup)	NingXia Red (Display only) x1 Savvy Minerals set x1
December	Savvy Minerals (e.g. Christmas party makeup) ART Skin care	Savvy Minerals set x1 ART full line x1