

ENAGIC SINGAPORE PTE LTD

SEMINAR ROOM BOOKING FORM

Name: _____

Distributor ID#: _____

Date & Time required: _____

Email: _____

Phone: _____

Topic / Purpose: _____

Choose Rooms: Room A (Big Size Max 50 people) Room B (Max 30 People)

Terms and regulations

1. All reservation can only be done one week in advance.
2. All bookings are subject to room availability.
3. No smoking is allowed inside the seminar room.
4. Seminar must end by 9pm for Monday, Tuesday and Thursday
5. Seminar must end by 6pm for Wednesday, Friday and Saturday.
6. Please do not alter / change the configuration of the electronic equipment in the room.
7. Please clear cups and leave the rooms clean and in good order at the end of each session.
8. All sales transactions end at 9pm on Monday, Tuesday and Thursday and 6pm on Wednesday, Friday and Saturday.
9. If a speaker or guest damages Enagic Singapore's Property intentionally or negligently, he/she may have to pay for the damages.
10. No food or drink is allowed inside the seminar room, except for Kangen Water.
11. Avoid making claim that the Company products are intended to diagnose, treat, cure or prevent any disease or illness.
12. No fees shall be collected from the attendees for any training.
13. Refrain from distributing, selling or offering other products in the seminar room.
14. Note that printing, photo copying (more than 50 copies) is chargeable at a nominal fee of S\$ 0.10 per page.
15. Seminar room usage is strictly for Enagic Business Purpose only.
16. Enagic Singapore Pte Ltd reserves the right to cancel any booking made.
17. S\$150 per hour for centralised air-con extension request (minimum 4 hours)
- After 6pm for Monday, Tuesday and Thursday; after 1pm for Saturday.
18. Portable air-cons will be provided free-of-charge.

I, _____ agree with above terms and regulations.

Signature: _____

**This information you have provided will be kept confidential and used solely for communicating with you.

