



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

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.

	First preference	Second preference	Third preference
Date requested			
Time requested			

Expected Number of Attendees: _____

An administration fee will be charged upon successful registration for private events or public events that charge an attendance fee. Please see the Training Room Booking Policy for the applicable administration fee.

All training room bookings, both public and private, will require a \$200 contingency bond which will be refunded up to 14 days after the event, provided there is no need for additional cleaning services, there are no damages to the property or its contents and keys for after hours access have been returned.

For the bond and administration 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.

The payment for the bond will be paid for on card ending in the last four digits _____. The bond will be refunded when the key is returned and the training room is deemed to have been left in an acceptable state.

Signature: _____ Member No.: _____ Date: _____

If you are registering to host a **public** event, please also make sure to include:

- A profile photo of the speaker/s
- A short 1-2 paragraph bio for each speaker
- The link to your online registration so the event can be displayed on Young Living corporate websites (once booking is confirmed).

Email this form along with your signed training room booking policy form to training.au@youngliving.com.au