



**Enagic Philippines, Inc.**  
16F A.T Yuchengco Centre 26th and 25th Street  
Bonifacio Global City, Taguig City, Philippines  
Tel: (632)8519-5508 Fax: (632)808-3885

## Seminar /Conference Room Booking Form

### Requester Details:

|                               |  |
|-------------------------------|--|
| <b>Distributor ID:</b>        |  |
| <b>Distributor Full Name:</b> |  |
| <b>Email:</b>                 |  |
| <b>Contact Number:</b>        |  |

### Seminar/Activity Details:

|                                     |        |  |
|-------------------------------------|--------|--|
| <b>Event/ Activity Description:</b> |        |  |
| <b>Date:</b>                        |        |  |
| <b>Time</b>                         | Start: |  |
|                                     | End:   |  |
| <b>No of guests:</b>                |        |  |

## Seminar/Conference Room Rules and Regulations

- USAGE:** Seminar/conference room is dedicated mainly for the following.
  - Distributor and client Seminar
  - Meetings
  - Distributors and employees' events
- Scheduling and reservation must be requested to Marketing Department at least one (1) to two (2) weeks before of the event schedule.
- Strictly "No Reservation, No Seminar.
- Attendees must follow the building and company safety protocol.
- The Seminar/ Activity must be finished until 6:00 pm - week days and 4:00 pm during Saturday and Sunday.
- CONTACT PERSON:** a single contact person or requestor must be identified, and only the contact person may request changes to the event.
  - The contact person or requestor must review the Seminar/Conference Room Rules and Regulations, and sign the form acknowledging responsibility for the reservation of seminar/conference room. The

contact person or requestor shall be liable for any damage from his/her damage of guests and suppliers has caused to the Seminar/Conference Room and its facilities including the office furniture, equipment and accessories found therein, and for any injury to person/s or adjacent properties.

- The contract person/requestor shall be responsible for the safety and security of his/her guest, their personal belongings and properties brought into the premises. The management will not be liable for any loss of personal belonging within premises.
- 7. **CLEANUP:** You are responsible for cleanup of the room, including removing trash and any other meeting or event materials left behind. Failure to clean even ONCE may result in a ban from future use of the facility.
- 8. Thoroughly erase all whiteboards upon the completion of meeting.
- 9. **ROOM: must be returned to its original set-up.**
- 10. Turn off all lights and the projector, if applicable before leaving the seminar/conference room.
- 11. **CAPACITY:** 50 to 100 pax maximum only.  
Note: Guests must not exceed the said capacity.
- 12. No Loitering. Visitors/guests are not allowed to loiter not within the office premises.
- 13. No smoking inside the seminar/conference room.
- 14. No gambling is allowed at seminar/conference room and all office areas.
- 15. Strictly No wall posting (tarpaulin; posters). For decorations and other special arrangements on ceilings, walls and bringing own equipment or other things request notice must be advised at least 1 week before the event and subject for approval.
- 16. Catering Services, additional lights & sounds from outside or other suppliers will be subject for approval by PMO Building Admin.
- 17. Enagic Philippines Management, shall have the exclusive prerogative to remove, disallow or discontinue the use of the seminar/conference room if the contact person/requestor does not comply with the office rules and regulations.

This is to certify that I agree on the above rules and regulations of Enagic Philippines Seminar/Conference Room.

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**Client Name Signature and over printed name**

Received by:

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**CSD/Marketing**

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**Office Use (Admin)**

**Approved by:**

**Date:**

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**Signature over Printed Name**