



SEMINAR ROOM BOOKING FORM

Requester Details:

Distributor ID:	
Distributor Full Name:	
Email:	
Phone / Mobile Number:	

Booking Details:

Activity Description:		
Date:		
Time (<i>maximum 3 hrs</i>)	Start:	
	End:	
No. of Attendees: (<i>maximum 24 attendees including the speaker/host</i>)		

Terms and Regulations:

1. All reservation must be done one week in Advance.
2. Attendees must follow the building and company safety protocol. (*Refer to the attached "minimum safety protocol"*)
3. The Seminar/Activity must be finished until 06:00 pm on week days and by 04:00 pm during Saturdays.
4. If the Materials and Equipment provided by Enagic was damaged or lost due to misused or mishandling, it must be reported immediately to Enagic Marketing/CSR and Admin members. Also, items must be replaced based on the materials /items purchased cost.
5. Maintain the cleanliness of the room and dispose all waste properly.
6. Return the chairs and table in its proper location.

I, _____ agree with above terms and regulations.

Requested by:

Received by:

Signature over Printed Name

CSR / Marketing

Office Use

Approved by:

Date :

Signature over Printed Name



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MINIMUM SAFETY PROTOCOL

1. Face mask must be worn all the time and
Face mask and face shield must be worn together when interacting.
2. Always observe social or physical distancing.
3. Suspect, probable and confirmed Covid-19 cases must be reported.

If you are showing symptoms of COVID-19 such as fever, cough, respiratory illness, shortness of breath, headache, sore throat, and etc... will be asked to leave and immediately seek medical care.

4. Always maintain proper hygiene and regular sanitation and disinfection practices.

This is to reiterate that we must all do our part in protecting ourselves and others. By proper hygiene practices as well limiting time of exposure outdoors and around people/public.