



**ENAGIC KANGEN WATER EQUIPMENT L.L.C (License No. 784258)**

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## MEETING ROOM BOOKING FORM

Date:

Name:

Distributor ID No.:

Email:

Contact No.:

Date of the meeting:

Total number of people:

Time: From \_\_\_\_\_ to \_\_\_\_\_

### **Terms and Conditions:**

1. All reservation must be made at least one (1) day in advance, subject to availability.
2. The meeting must be conduct during our business hour.
3. Meeting Room 1 & 2 can be use for a maximum of 2 hours for each Distributor per day; Big Meeting Room can be use for a maximum of 3 hours for each group per day.
4. Grace Period of 15mins will be given for each member who will book the rooms. Failure to show after 15 minutes will automatically cancel the reservation.
5. If the material/tools borrowed from Enagic is broken during the meeting, you will be responsible to replace it.

I, \_\_\_\_\_ agree with above terms and Conditions.

**Signature:** \_\_\_\_\_