

## **Banquet & Meeting Polices**

- The hotel reserves the right to refuse or cancel any function, which may damage the hotel's reputation or may affect its business or security.
- A guaranteed count of guests must be received 72 hours prior to the function.
- Any changes in the menu & guaranteed number of persons to be notified 72 hours before the start of the function.
- No food or beverages may be brought into the hotel for consumption on the premises, unless the prior consent of the Hotel has been obtained & if the hotel deems necessary other conditions applied.
- No leftover food will be packed and carried with the guest even the guests are less than the guaranteed numbers due to hygienic reason.
- Welcome Drinks & Starters service duration is limited to 90 minutes from the beginning of the scheduled Lunch/Dinner hours.
- The function room would be available to the guest for final inspection only 2 hours before the start of the function.
- Nothing may be attached to ceilings, walls or doors without first consulting with hotel management.
- All decorations and equipment brought in must be promptly removed after function.
- A deposit and a signed meeting event order must be received before your function is definite.
- All charges will be based upon the guaranteed numbers, or the actual number of people served whichever is greater. If the actual numbers exceed more than 10% of guaranteed numbers, 20% extra will be charged on confirmed per person price.
- The hotel will be prepared to seat and serve 10% above your guarantee.
- Timings as mentioned and agreed upon will be followed by the operations staff, any extensions in the timing will subject to an additional charge (Please refer to banquet Kit).
- The organizers are financially responsible for any damage sustained to hotel property.
- Fire and safety regulations of the hotel have to be considered at all times.
- In case of events requiring government & private bodies' permission / approval, the guest is responsible to obtain the same at least 14 days in advance; failing which the function will be cancelled.
- Any outside vendors are not allowed inside the premises for decoration.
- In case of any fines (government/private bodies) pertaining to the event, the fine will be borne by the guest in full.
- The Hotel at its own option and discretion, shall have right to terminate this agreement immediately should the party fail to comply with the terms of this agreement and for the security purposes, order of the Government, force majeure or reasons beyond the control of the Hotel.
- The laws applicable in the Orissa shall govern the construction, validity and performance of this agreement. The Parties agree to submit to the courts of Bhubaneswar for the purpose of resolving any disputes arise out of this agreement.
- The hotel does not accept responsibility for any damage or loss of guest belongings prior to, during or after the function. Guests would be personally responsible for all their valuables and personal belongings.
- Banquet hall and meeting room is no smoking place. Smoking is strictly prohibited.
- All the payments to be cash or credit card. In case of BTC, subject to approval.
- Venue reservation & for conformation is Rs. 25,000/- (Not refundable). Total estimated billing payments to be receive 7 days prior to the function date, along with PAN CARD copy ,ADDRESS PROVE copy & your invitation card of the proposed function.
- Extra billing amount to be settled right after the party.
- Hotel will provide maximum 2 kW of electricity for in-house event.
- Venders sourced by host will attract 25% service charge. Service charge calculation will be based on hotel Banquet Support Service charges.
- If the banquet revenue is lesser than the hall rental charges, the difference amount will be charge as hall rental.

Yours Sincerely,

Abir Soroj Passi  
F & B Manager

Accepted by: -----

Stamp/ Signature: -----

Dated: