

CONFERENCE & MARRIAGE ADVANCE
BOOKING REGISTRATION FORM

Name of the Hotel _____

Date of Function _____	Guest Name _____
Type of Function _____	Address _____
Venue _____	_____
Menu Rate _____	Email _____
Hall Charges _____	Tel No (Off) _____ (Res) _____
Timings _____	Advance Rs _____ Date _____
No Of Persons Guar. _____ Exp. _____	Receipt No _____ Billing _____
Liquor _____	S/D, Juices _____

Hall Arrangements

Theatre Style.....	Class Room.....	U-Shape.....
Auditorium.....	Other Arrangements	

Others Requirements for Banquet

Black Boards.....	White Boards.....	Flip Charts.....
Podium.....	Head Table	Head Table with mike
Pad Pencils		

Additional Requirements

OHP @ Rs.500/-	Slide Projector@Rs.600/-.....	LCD@Rs.2000/-.....
TV/VCR @Rs.600.....	Mikes @Rs.200/-.....	Cordless @Rs.600/-
Flower Arrangements.....	Collar Mike @Rs.600/-.....	

Video Conferencing (Multi party) @Rs.3000/- (Per Hour),
Web casting/ Video Chatting @ Rs. 2000/-
 Audio Recording @Rs.1000/- Laptop @Rs.1000/-

Wi-fi (Internet Connectivity: 512 Mbps) :

1/2 hr Internet Charges - Rs.85/- / 01 hr Internet Charges - Rs.113/-
 02 hrs Internet Charges - Rs.197/- / 04 hrs Internet Charges - Rs.338/-
 24 hrs Internet Charges - Rs.788/-

Lease line internet connection (1Mbps)

Rs. 2000/- per day per user

BOARD TO READ _____

Terms & Conditions

- The Hall for the function shall be provided for a maximum of 8 hrs. and in case of further use beyond the specified time, additional hall rental charges shall be applicable as per the additional hall charge rate.
- Hall rentals include only the available infrastructure like hiring of space and present lighting fixtures. Additional Lighting, decorations / arrangements if required, shall be hired by the guest at their own expenses. In case of extra lighting in the hall we will charge electricity on per day basis as per the attached rate card.
- Playing of live / tape music in the venue shall be permissible only up to 2200 hrs. Subject to prior legal permission taken by you.
- Any Food & Beverages other than the your package, like Soda, S/drinks, Juices, Tea, Coffee, etc. shall be charged extra on actual basis.
- Taxes will be charged extra as applicable.
- Booking shall be deemed confirmed on payment of 50% advance (Non-Refundable) subject to availability Of the venue.
- Any statutory Govt. Taxes such as entertainment tax, etc. as and when imposed shall be borne by the guest.

- Outside eatables shall not be allowed either for sale or consumption inside the hotel.
- There would be flexibility of 10% margin on the minimum guaranteed figure. In case of the number of guests exceeding the stated margin, the providing of food shall not be a liability of the management .The management could provide you the food on request and a minimum 1hr time should be given for preparing the extra food for which we will be charging you an extra of Rs.30/- per plate after the 10% of your party Expected pax figure.
- The billing shall be done on the minimum number of guaranteed guests or actual consumed whichever is higher.
- The final bill amount is to be settled by the host at the end of the function on the same day but for the Hall Rental, the final bill must be settled seven days before the date of the Function.
- We do not permit posters, banners, etc to be pasted or nailed on the wall at the party venues. In case of damage to the hotel property in the course of the function, the host shall be liable to pay damage charges. Decision of Hotel Management in this regard shall be final .
- For the Hall Rental, in case any of our property is damage in the course of the function by the Caterer or by Guest the host will be liable to compensate for the damage .
- Guests are requested to take care of their own belongings and any loss or damage of guest belongings shall not be a responsibility of the management.
- The Management reserve the right to cancel any booking without assigning any reason there of..

Cancellation Policy :

1. Cancellation—15 days in advance –50% of the Guaranteed Amount.
2. Cancellation - 20 days in Advance- 25% of the Guaranteed Amount.

Billing Modulations:

The Payment could be made by Cash / Credit Card.

We believe the above specification is as per your requirement and our discussion. We would appreciate if you could send us the confirmation in your official letter head with the details of the payment modalities at the earliest to keep the booking on a confirmed basis. Please feel free to contact us if you have any further queries regarding the above

Kindly deposit the amount in our below given HDFC bank account at the earliest. And once deposited, please send a scan copy of the slip to banqsales@swostipremium.com or else fax the deposit slip to 0674 2301880 addressing to Ms.Asha Patnaik / Mr. Sanjay Mishra

Name of Bank Account	Swosti Premium Limited
BSB/Swift or sort code (Bank branch reference)	HDFC0000122
Account Number	01222560001025
Bank Name	HDFC BANK
Bank Address	HDFC Bank Ltd. BBSR, Main Branch, Krishna Arcade, Janpath-751001

With warm regards,
Most Sincerely Yours,

Sanjaya Mishra(Asst. F & B Manager) M:09337505172
Asha Patnaik(Sr. Banquet Sales Executive) M:09338089751

SWOSTI PREMIUM LIMITED
P-1, Jaydev Vihar, Bhubaneswar-751013, ORISSA
Tel: +91 674 2300014, 28, 3253515 Fax: +91 674 2301880
Email: banqsales@swostipremium.com / reservations@swosti.com
Websites: www.swosti.com / www.swostihotels.com

Signature of Manager

Signature of the Guest