

## BANQUET ORDER FORM

Name of Party/Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Event:

- a. Birthday \_\_\_\_\_
- b. Engagement \_\_\_\_\_
- c. Wedding \_\_\_\_\_
- d. Reception \_\_\_\_\_
- e. Exhibition \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time: \_\_\_\_\_

### Choice of Hotels

- a. Hotels Mountview \_\_\_\_\_
- b. Hotels Shivalikview \_\_\_\_\_
- c. Hotels Parkview \_\_\_\_\_

Choice of Venue: \_\_\_\_\_

Guaranteed no. of Guests: \_\_\_\_\_

Expected No. of Guests: \_\_\_\_\_

### Choice of Menu

- I. Vegetarian \_\_\_\_\_
- II. Non-Vegetarian \_\_\_\_\_

Guests may mail to the hotel of his/her choice/call for further necessary assistance.

**\* Guest may reserve/book the table in the restaurant of his/her choice may be done by calling or through E-mail at the given number/address.**

## **GUEST GUIDLINES**

Our valued guest/host is requested to cooperate with the management of the hotel by observing the following guidelines so as to enable us to serve you better.

### **A) RESERVATIONS AND ADVANCES**

- i) Booking amount of Rs 35,000/-for Banquet function of less more than 200 people.
- ii) Booking amount of Rs 50,000/-for Banquet function of less more than 200 people.
- iii) The amount for guaranteed number of person is required to be deposited atleast one week prior to the date of the function.
- iv) Final payment is to be made in cash or through credit card/debit card or demand draft immediately after the function.
- v) In case the difference between the amount of advance and minimum guaranteed guests is not deposited within stipulated period, the hotel shall reserve the right to cancel the same without refund.

### **B) REFUND IN CASE OF CANCELLATION**

The following policy of refunds for the advance may be adopted in case of cancellation of banquets functions:-

- i) 20% will be deducted if booking of function is cancelled with notice of over 3 month.
- ii) 35% will be deducted if booking of function is cancelled with notice of over 1 month but less than 3 months.
- iii) 75% will be deducted if booking of function is cancelled with notice of over 15 days but less than 1 Month.
- iv) No refund will be given if booking of function is cancelled with notice of less than 15 days.

### C) FOR FUNCTIONS BOOKED AT SHORT NOTICE

25% amount should be forfeited in case banquet function booked 15 or less days prior to the event is cancelled with notice of more than 01 days prior to the date of the event. In case the wedding function is cancelled due to the death in the family, 100% advance would be made provide of the death is of the family member as defined in the Civil Law i.e. Grandfather/Grandmother, Father/Mother, Brother/sister, of the Bride/Bridegroom.

#### Details

- i) The guest shall fill in the Banquet Order Form specifying No. of guaranteed guests and the same shall be signed by the guest/host of the representative of the host.
- ii) The Guest shall be change for the minimum no. of persons or the actual, whichever is higher.
- iii) In case there is a change in the no. of guests, the same may be conveyed 48 hours prior to the date function. The hotel shall be prepared to serve 20% more guests than the guaranteed no. of guests. Beyond this, quality of service may be affected.
- iv) The party is requested to Observe the following timings:  
Breakfast:           8:00 AM – 10:30 AM  
Launch:               12:30 PM – 3:00 PM  
Dinner:               7:30 PM – 11:00 PM  
Snakes service will be for one and half hour before Launch/Dinner.
- v) Although our liquor rates are very reasonable, yet guest can be permitted to bring his own liquor after obtaining the liquor licence from the Excise Dept. U.T. for the function. Since Chandigarh Excise Dept. rules for Bar Services are applicable

and all liquor should be purchased from Chandigarh, U.T. only. However, Corkage fee per bottle shall be charged by the hotel. The soft drinks, soda, juices, beer etc, shall be served only by the hotel on Banquet rates.

- vi) Special request for preparation of any dish/item other than listed on menu, can be made on guest demand with the consultation of Chef.

### **OTHER DETAILS**

- i) Band accompanying the Barat will only be allowed up to the Main Outer Gate of the Hotel. No fire crackers are allowed, playing of band/musical instruments at the time of Doli in Hotel Premises.
- ii) Music/Orchestra/DJ shall be allowed to play only up to 10.00 pm as per Govt. orders.
- iii) Any damage to Hotel property shall be recoverable from the guest/ host.
- iv) The hotel Generators shall not be able to take the load of air conditioning plant in the event of electricity breakdown.
- v) For guest facilitation the host may identify one or two liaison persons for better coordination, counting plates/Bar items etc.
- vi) The Guest is requested to give his PAN no. at the time of booking of the function.
- vii) In case of an event organized by a company and there is a musical programme/show the company is supposed to procure the Licence/clearance from Indian Performance Right Society Ltd. (IPRS) and Phonographic Performance Ltd. (PPL) and T-series Public Performance Licence (TPPL).
- viii) PPL Licence fees will be charged for the party of 100 Persons and above for playing DJ/ Music.

- ix) The guest is requested to take care of his belongings, gifts, valuables etc. Since there are lot of invitees in the party. The hotel will not be responsible for any damage or theft.
- x) Bar service should be allowed as per Bar Permit i.e. up to 11.30 pm only.
- xi) The guest is required to take VAT clearance from Sales Tax Authority for sale cum exhibition booking.
- xii) Guest can use the services of Hotel's approved contractor for tentage/lighting , However, guest can make own arrangements by the paying prescribed entry fee for certain items to the hotel i.e. Gol- gapas, Chat-papri, Aloo-Tikki etc, which are not prepared in the hotel are permitted against entry fee, but it should be prepared in hygienic conditions and Hotel shall not be responsible after any ill health of food poisoning to any guest in the party, the agency engaged should wear clean uniform & disposable gloves for service of Chat Items.
- xiii) Declaration by the Guest:  
Do you want own arrangement of Floral, Lighting, Tentage or DJ:  
Yes\_\_\_ No \_\_\_

Guest Signature\_\_\_\_\_

Date \_\_\_\_\_

Banquet Manager Signature \_\_\_\_\_