

**THE ASHOK, NEW DELHI**  
**AGREEMENT FORM**

BANQUET F&B NO. \_\_\_\_\_

**DATE: -**

**DAY :-**

**VENUE :-**

**TYPE OF FUNCTION :-**

**NAME OF THE PARTY, ADDRESS & TEL. No. :-**

**BOOKED BY :-**

**AGREED RATE:-**

**MINIMUM GUARANTEE:-**

**TERMS & CONDITIONS**

1. We hereby agree that Ashok Hotel will cater only to 10% additional persons over and above the number given as Minimum Guarantee. After that Ashok Hotel has a right to close the buffet. Fresh food may be arranged if possible, for which the hotel may take the time required to relay the buffet (Min. 45 min.)
2. We agree that the children will be charged FULL RATES.
3. We agree that jointly with hotel representative our authorized signatory will count the plates and sign on the Control Sheet. However, in case of any increase in number of guests over the guaranteed figures we will be informed from time to time.
4. All the requisite permissions from the local authorities for organizing the event/programme shall be taken by the organizers well before the event and a copy of all these permissions to be submitted to the hotel before the start of the event.
5. There should not be any damage done to the walls/ceiling, etc. by way of nailing, pasting or hammering. The carpet protector on the existing carpet shall be laid before the fabrication of stalls. No pasting should be done on the granite area or on the steps or on the existing carpet of the hall. All the safety steps including fire regulations as stipulated by the fire department shall be observed. The hotel in no case shall be liable for any damage done to the goods of the organizers. However, any damage to the hotel's property by any means will have to be indemnified by the organizers.
6. The emergency exits/fire exits of the hall should not be blocked for safety reasons. However anybody/anything obstructing the exits; the hotel management will have the authority to forcibly clear these obstructions for the safety. At least two emergency exits with signboard are to be kept.

**SIGNATURE OF REPRESENTATIVE OF PARTY**

7. Whenever any temporary structure/hangar is to be erected for trade exhibitions/events at lawns/open areas, necessary permissions from the local authorities should be obtained by the organizers well before the start of the event. Fire retardant material shall be used and all the safety precautions/guidelines issued by the fire department should be observed by the organizers. The hotel in no case shall be responsible for any damage/loss caused in any manner. The security should be deployed by the organizers around these areas to ensure safety. Adequate personnel will be deputed by the organizer for maintaining the cleanliness of such temporary structures/hangars and necessary co-ordination and support will be provided by hotel housekeeping. The open areas will be brought to their original level of cleanliness by the organizer after dismantling.
8. Wherever the gensets are required/used for the events/exhibitions, etc. proper cabling with circuit breakers should be provided by the organizers. The organizers are requested to ensure the technician of the hired vendor to be available throughout the active event. The placement of the gensets will be informed to hotel Chief Engineer & Chief Security Officer and the gensets will be removed immediately after the function.
9. The hotel shall allow only one welcome/information panel at the main gate of the hotel. A vertical panel near the Cashier's counter. Besides, panels on self mounted stands can be displayed around/near the hall/inside the hall without damaging any wall/ceiling/floor or obstructing any passage. On the Annexe side, a welcome/information panel, a gate structure, buntings on the existing poles can be placed but these are to be cleared at the conclusion of the event. Branding inside the halls is allowed without causing any damage to the hotel property.
10. After the hotel has received venue confirmation advance, the balance payment towards minimum guarantee has to be deposited with the hotel as per the schedule given or at least a week before the function and extras if any to be settled before or immediately at the conclusion of the event. TDS deductions if any; a letter will be required stating the amount of TDS deduction and certificate to the effect shall be submitted.
- 11. We agree that the bill will be settled by us immediately after the function in cash/credit card and the decision of Ashok Hotel Management on the number of guests to be charged would be binding on us.**
12. We agree to settle the bill on the minimum number of guaranteed persons or the actual number of guests which ever is higher.
13. We agree to pay 100% advance atleast seven days before the function through Cash, Demand Draft or Credit Card and any balance will be paid after the meal service is over and before the Vedi in case of marriage function.
14. In case of any damage to the property of Ashok Hotel the party will bear the cost as fixed by the Ashok Hotel Management and will be settled by you before the closing of the function.
15. Function venue may be changed by the hotel at the last minute in case of any operational problem.
16. All beverages will be charged as per actual consumption or package rate. Party is not allowed to bring any beverages and food items from outside.

**SIGNATURE OF REPRESENTATIVE OF PARTY**

17. Music/DJ in the halls and open area/lawns shall be permitted only upto 10.00pm. Necessary permissions from any statutory body have to be obtained by the guest and the copies deposited three working days prior to the function or latest before the start of the function. Electric load upto only 10 kw would be provided.
18. The food & beverage shall be served till 11.30 pm and the hall shall be vacated by 12.00 midnight.
19. Band/Nagadas/Dhol shall not be allowed in the hotel premises. Band to be restricted to outside the hotel's boundary.
20. No music/band/shennai shall be allowed to be played at the time of Bidai/Departure.
21. Government Taxes and service charge would be charged extra as applicable.
22. Advance & taxes as applicable would have to be borne and paid before the Front Office gives a room on complimentary basis (wherever permissible).
23. Marigold flowers are not allowed for decorations.
24. Smoking is not allowed at the venue.

We have received a copy of this agreement form and we agree to abide by the above terms and conditions.

**SIGNATURE OF REPRESENTATIVE  
OF PARTY**

**SIGNATURE REPRESENTATIVE  
OF BANQUET OFFICE**

Name:

Address:

Telephone No.:

Date: