

**Cyberabad Convention Centre Private Limited**

Novotel & HICC Complex, (Near Hitec City)

P.O. Bag 1101, Cyberabad Post Office

Hyderabad - 500 081, India

Hicc : Tel : +91-40-6613 4422, Fax : +91-40-6613 4322

Novotel : Tel : +91-40-6682 4422, Fax : +91-40-6684 4422

[www.novotelhyderabad.com](http://www.novotelhyderabad.com), [www.hicc.com](http://www.hicc.com)

21 May 2025

**GSTIN:** 36AAKFH6736L1ZU

**Contract No-**984187

Mr.Ajith sai Allakula

7995283402/9052192744

[hello@purplehatevents.in](mailto:hello@purplehatevents.in)

Hyderabad Orthopedic Advance Courses

HIG-88, TANASHA NAGAR, POKALAWADA, MANIKONDA, RAJENDRANAGAR, Hyderabad,

Telangana, 500089

Dear Mr. Allakula,

**SUB: Rooms requirement from 20<sup>th</sup> – 22<sup>nd</sup> June 2025**

Thank you for agreeing to hold your HJF India 2025 Event at M/s. Cyberabad Convention Centre Pvt. Ltd. (CCCPL's) Hyderabad International Convention Centre, Hyderabad, hereafter known as HICC the venue of your event. Further to our recent discussions, we are pleased to provide this Agreement outlining the details of obligations and undertakings as also the contractual requirements for your event.

**The Agreement comprises two parts:**

**Part A – Contract** – containing the specific terms and conditions of Agreement; and  
**Part B –The Standard Terms and Conditions-** which govern the booking of the Area and banquet arrangements and the Standard Terms and Conditions of the use of the Area of the HICC offered to you during the Hiring Period. The defined terms are set out in Part B. We request your acceptance of the Agreement, being the Contract and Terms and Conditions by signing a copy of this letter, where indicated and returning it to us by **21<sup>st</sup> May 2025**

Kindly note the important terms and conditions set out overleaf. Please read carefully before signing. Once signed, these terms shall be binding upon you. If you would like to discuss any aspect of the terms and the Agreement, please do not hesitate. We look forward to working with you towards a successful event.

Yours sincerely,

For CCCPL

**Ruksana M**

Sales Manager

Hyderabad International Convention Centre

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**Hyderabad International Convention Centre**

**Letter of Agreement**

This Agreement is made at Hyderabad on **21 May 2025** by and between: Organizing Committee of Hyderabad Orthopedic Advance Courses, represented herein by Organizing Secretaries Mr. Ajith sai Allakula and HIG-88, TANASHA NAGAR, POKALAWADA, MANIKONDA, RAJENDRANAGAR, Hyderabad, Telangana, 500089 **to** as the "Organizer", (which expression shall unless repugnant to the context mean and include the successors and assigns) of THE ONE PART;

**AND**

M/s. Cyberabad Convention Centre Pvt. Ltd., the company was incorporated under the provision of the Companies Act, 1956 having registered office at Boulder Hills Golf & Country Club, (Opp. ISB – Indian School of Business), Manikonda Village, Gachibowli, Hyderabad – 500032, Telangana, India and hereinafter referred to as the "CCCPL", (which expression shall unless repugnant to the context mean and include its successors and assigns) of THE OTHER PART.

Organizer and CCCPL are hereinafter also referred to as 'Party' or 'Parties' as per the context.

**WHEREAS** the Organizer is desirous of holding the Event at the HICC (as hereinafter defined);

**AND WHEREAS** CCCPL is desirous of providing the HICC as the venue for the Event during the Hiring Period upon the terms and conditions as contained in this Agreement.

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein and for good and valuable mutual consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

This Agreement comprises of three parts:

**Part A – Contract** – containing the specific terms and conditions of Agreement;

**Part B –The Standard Terms and Conditions-** which govern the booking of the Area and banquet arrangements and the standard Terms and Conditions of the use of the Area of the HICC offered to you during the Hiring Period. The defined terms are set out in Part B; and

**Part C – Other terms and conditions** – which contain the general terms governing the relationship between the Parties.

Part A, Part B and Part C together with Schedules / Appendix form the entire Agreement and must be read in conjunction to the offer letter.

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**Contract – Part A****I - Accommodation****1.1 Sleeping Rooms Allocation Table**

Room Category	20th June 25		21st June 25		22nd June 25	
	SGL	DBL	SGL	DBL	SGL	DBL
Superior Room	25		25		C/out	
Superior Pool Room						
Premier Room						
Premier Pool Room						
Junior Suite						
Superior Suite						
Executive Suite						
Deluxe Suite						
Total Rooms per day	25	0	25	0	0	0
Total Room Nights	50					

We are considering the minimum number of rooms per night as outlined in the table above. Charges for the rooms will apply to the guaranteed or actual number of rooms occupied, whichever is higher.

Kindly note the Hotel will consider the room nights materialized as per the contracted dates and rooms per night as per the contracted date as the final count and will not take into consideration room nights materialized prior and later to the contracted dates.

Also kindly note that should the number of rooms per day are revised upwardly closer to the date during conference planning stage, the retention will be applicable on the revised count of rooms per night and the contracted rooms per night would be considered null and void, the same is also applicable for rooms picked before and after the contracted dates. Also, all contracted terms and conditions will be applicable for the additional rooms picked.

Please note that the Hotel reserves the right to upwardly revise the price should the number of room nights required increase or decrease.

On the basis of the requirements of this Group the Hotel agrees to offer special room rates as outlined in the table below.

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### 2.2 Tariff Table

Room Category	DISCOUNTED TARIFF	
	SINGLE	DOUBLE
Superior Room	7,500	8,000
Superior Pool Room		
Premier Room		
Premier Pool Room		
Junior Suite		
Superior Suite		
Executive Suite		
Deluxe Suite		

#### 1.2 The above mentioned special tariffs is applicable on following conditions:

- Above rates are on CP plan
- Valid for this group requirement only
- Applicable on Single and Double occupancy respectively
- Exclusive of applicable government taxes (subject to change as per Government rules and regulation)

#### 1.3.1 The above mentioned special tariffs have following inclusions:

- Breakfast served at designated venue
- Inclusive of bottled mineral water. Safe deposit locker for valuables.
- In-Room minibar (chargeable). Individual climate control.
- 43" LED Television with 24hrs satellite/cable TV. Tea/ coffee maker.
- Comfortable bedding, duvets and cotton rich linen with polyfill pillows in all rooms. Iron & Ironing board.
- Inclusive of In-room internet access.

#### Room drops of items

Any request for room drop of items shall be charged additionally at INR 250+Taxes plus Service Charge per room per day per drop.

#### 1.4 Attrition

We are happy to offer flexibility on rooms blocked per night to **HYDERABAD ORTHOPEDIC ADVANCE COURSES** as outlined in the table below. If the group size decreases beyond these parameters the Hotel reserves the right to change rates for unused room nights up to the minimum guarantee.

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<b>Due Date</b>	<b>Aggreement Issue date</b>	<b>90 days Before the date of Check in</b>	<b>60 days Before the date of Check in</b>	<b>7 days Before the date of Check in</b>
Percentage of Reduction	0%	5%	3%	1%
Superior Room				
Superior Pool Room				
Premier Room				
Premier Pool Room				
Junior Suite				
Superior Suite				
Executive Suite				
Deluxe Suite				
Total Room Nights				

**1.5 Check-in and Check-out timing and Early Arrivals**

- Check-in is from 1400 hrs onwards
- Check-out is by 1200 hrs

If you have guests who are likely to check-in prior to 1400 hrs, please let us know as early as possible and we will do our best to accommodate your requirement. The only way to guarantee an early check-in is to reserve the room from the previous night, which would be chargeable at your special group rates, such requests will be honored only subject to availability. For arrivals before 1000hrs, reservations would need to be made from the previous night and hence one additional night's charges will be applicable.

**1.6 Late Arrival and Early Departure**

Please note that in the event that a guest or a group of guests arrive later than the specified date of check-in or depart earlier than the date of checkout given to the hotel, the hotel will levy charges for the number of nights booked and guaranteed.

**Early Check/in:**

- 100% before 0800hrs.
- 50% after 0801hrs.

**1.7 Late Check-out**

The Hotel's check-out time is 1200 hrs. A full night charge will be applicable for any check-out beyond this time unless prior agreement is signaled by the hotel and extended check-out (up to 1400hrs) is granted free-of-charge subject to availability on the day. Any guest who intends to extend his/her stay beyond 1200 hrs would need to give us 48 hours prior notice.

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### Late check/Out:

- 50% 1400hrs to 1800hrs
- 100% after 1801hrs.

### 1.8 Rooming List Requirements

Please send a table in the following format, in Microsoft Excel sheet completely filled in 10 days before the first check-in date to our reservations department at the below coordinates.

Name of Guest	date of arrival (dd/mm/yy)	arrival flight number	date of departure (dd/mm/yy)	Departure flight number	airport transfer required (Y/ N)	
					Airport to hotel	Hotel to airport

Kindly note our reservation email id: [h6182-re@accor.com](mailto:h6182-re@accor.com)

Reservations for the group will be made by the Rooming List in the format indicated above. "HYDERABAD ORTHOPEDIC ADVANCE COURSES" will forward the rooming list at least 10 days before the first check-in date, i.e. by **10<sup>th</sup> June 2025** The final list with changes to the first one needs to be sent at least 10 days before the first check in. Any changes within 3 days will not guarantee that the room allocations will be as per your specifications.

Two days prior to first check-in the Hotel will review the reservation pick up for the group and release the unreserved rooms for general sale, post the written confirmation from HYDERABAD ORTHOPEDIC ADVANCE COURSES only, as well as determine whether or not it can accept reservations based on availability at the special group rate. –

### Other Terms & Condition -

- After check-in, no changes will be accepted. Prepaid rates will attract full stay retention in case the guest checks out before the scheduled date of departure.
- Child Labour and Child pornography is strictly prohibited in line with Prevention of Child Sex Offence Act 2013 & IT Act, India.
- Any modification to a reservation is subject to hotel's availability and any change in dates may result in rate change.
- Rates confirmed in USD may be converted to local currency by the hotel at your time of stay, based on exchange rate used by hotel and are subject to exchange rate fluctuations.
- Please note applicable Government taxes are subject to change without prior notice.
- As per Government rules & regulation all guests need to provide valid Government Issue Photo ID with address (PAN card not accepted) at check-in. Any foreign national are to present their passport & valid visa for check in.

### 2.1 Taxes

Please find attached the applicable tax structure as an annexure to this contract. The tax percentage is as per government regulations hence; taxes at the time of the event would be applicable irrespective of the present quotation.

Govt. taxes are subject to change

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### 2.2 Special Requests

Please send your Event Manager details pertinent to any special requests that you may have such as dietary restrictions, VIP recognition or any other special arrangements required for your guests. We will do our very best to accommodate these requests.

The Hotel warrants that it employs a full-time micro-biologist on its staff that, together with other members of Hotel staff, is responsible for ensuring that food hygiene and other aspects of hygiene are maintained to the highest international standards

### 2.3 Confirmation Requirements

In order to confirm the deliverables outlined in this agreement we require the following by **22<sup>nd</sup> May 2025**

1 – This agreement duly signed by an authorized signatory from “**HYDERABAD ORTHOPEDIC ADVANCE COURSES**”

**3.1 Please refer to the attached Cost Annexure Sheet attached with the contract.**

#### ACCOMMODATION

S.NO	ROOM CATEGORY	STAY DATE	RATES ON SINGLE/DOUBLE OCCUPANCY	NO OF ROOMS	CGST@ 6% TO 9%	SGST @ 6% TO 9%	TOTAL PER ROOM PER NIGHT	TOTAL COST EXCLUDING	TOTAL COST INCLUDING TAXES
1	SUPERIOR ROOM	20-Jun-25	7500	25	450	450	8,400	1,87,500	2,10,000
2	SUPERIOR ROOM	21-Jun-25	7500	25	450	450	8,400	1,87,500	2,10,000
3	SUPERIOR ROOM	22-Jun-25	7500						
				Grand Total				3,75,000	4,20,000

**3.2 The above mentioned special tariffs are,**

- Valid for this group requirement only
- Exclusive of applicable government taxes and Service Charge

**Purpose of the Event and Hiring Period- Hyderabad Orthopedic Advance Courses**

**Menu Composition:**



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### Breakfast comprising of:

Cut fruits (3 variety)(seasonal availability), One fresh juice (seasonal availability) & One tetra pack juice, Morning bakeries (3 variety), Sliced bread (white and brown), Indian Vegetarian Substantial's (03 variety with accompaniments), Live – Dosa counter, Live – Egg counter (Choice of Omelette) Coffee & tea with cookies.

### 4.2 Special Requests

Please share special requests that you may have such as dietary restrictions, VIP recognition or any other special arrangements required for your guests. We will do our very best to accommodate these requests.

### 4.3 Confirmation Requirements

In order to confirm the deliverables outlined in this agreement we require the following by **17th April 2025**

1 – This agreement duly signed by an authorized signatory from **HYDERABAD ORTHOPEDIC ADVANCE COURSES**

### 4.4 Estimated Charges

COMPONENT	WITHOUT TAXES	WITH TAXES
ACCOMODATION	375000	420000
TOTAL	375000	420000

The above estimated charges are inclusive of taxes and do not include ancillary services like beverages, entertainment and audio visual equipment's. The estimated charges shall be paid in 2 (two) tranches as detailed in Section 4.6 (*Payment Requirements*) herein. Hyderabad Orthopedic Advance Courses understands and agrees to the cancellation charges as set forth in Section 4.8 (*Cancellation Charges*) herein this agreement.

### 4.5 Billing Instructions

#### Full advance

It is agreed that HYDERABAD ORTHOPEDIC ADVANCE COURSES will pay the full Estimated Charges as outlined in the payment schedule listed in 4.6 as per the below mentioned payment schedule. The difference between this advance paid (estimated charges) and the actual cost incurred will be payable by cash, credit card or demand draft on or before check-out.

"In case advance received is more than the final billing, the excess amount to be refunded will take 15-21 days' time for amounts to be refunded in INR and 45-60 days for amount to be refunded in foreign currency (USD/Euro/Pound) due to the process of taking Foreign Inward Remittance Certificate (FIRC) from intermediary banks as per the Reserve Bank of India (The Central Bank of India) new guidelines"



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Please note on the below terms and conditions:

- NO cash transactions would be allowed
- Contracted amount can only be paid via – DD, Cheque, NEFT, RTGS, Credit card, Debit card payments.
- On the day of the event any incidentals to be paid via – DD, Credit card, Debit card.
- Advance OR Pre auth to be collected as an advance against alcohol consumption.

### 4.6 Payment Requirements

Please find below a table for schedule of payment of advances Deposit Schedule is as below:-

Amount	Due Date	Payment Structure
INR 2,10,000/-	Upon signing of the agreement	01 <sup>st</sup> Advance Payment
INR 2,10,000/-	10 <sup>th</sup> June 2025	02 <sup>nd</sup> Advance Payment
Extras/incidentals if any	Prior to group checkout	Direct payment

The balance payments to be made 10 days prior to the conference start date. The amount of the, Audio Visual, IT, Security Services etc will be incorporated in the final invoice which will be sent 10 days prior to the conference date. Same will also carry the progression anticipated on the floor. Anything over and above to be cleared on the final day of the conference through Demand draft/ RTGS or cash only. Kindly note that no cheque will be accepted from 7 working days before the conference

In case of advance or invoice payment by credit/debit/corporate card for amount more than INR 50 lakhs then additional bank charges shall be levied @3% on the credit card transactions amount.

### 4.7 Commission

- Please note there will be no commission extended for this event.

### 4.8 Cancellation Charges –

- (a) 100% charges on all contracted amount in case of any cancellation of event after signing of contract.

Thank you once again for selecting Novotel Hyderabad Convention Centre and Hyderabad International Convention Centre. We are committed to ensuring that your group's stay is a success. Please do not hesitate to contact us should you require assistance at any time.

### 4.9 Force Majeure

Any failure or delay in performance of this agreement arising out of or as a result of occurrence of any circumstances beyond the control of a party including acts of god, war, government regulations, disasters, civil disorder, strikes, curtailment of transportation facilities, to the extent that such circumstance make it illegal or impossible for the party to execute the obligations under the

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agreement, shall entitle either party to terminate the agreement, subject to delivery of a written notice to the other party setting forth the basis/reason for such termination as soon as practical or within 3 (three) working days of occurrence of a force majeure event, whichever is earlier.

For the purposes of this agreement, an event of force majeure shall mean to include (i) outbreak of war; (ii) hostilities (whether war be declared or not); (iii) invasion; (iv) acts of foreign enemies; (v) rebellion, revolution, military or usurped power; (vi) the overthrow whether by external or internal means of the government of India or where the Event is being organized; (vii) riot, disturbances, civil commotion; (viii) pandemic or epidemic or any other communicable disease; (ix) lockdown rule or restrictions if any imposed by the Government of India / any government department/agency /institution (ix) any effect of the natural elements, including lightning, fire, earthquake, unprecedented rains, tidal wave, flood, storm, cyclone, typhoon or tornado, within India; (x) nuclear explosion, radioactive or chemical contamination or ionizing radiation affecting the performance of the agreement (xi) epidemic, pandemic or plague within India or worldwide; (xii) any non-discriminatory acts of the Government of India or its instrumentalities; (xiii) change in law; (xiv) strikes, working to rule, go-slows and/or lockouts; or (xv) any similar cause, which is beyond the control of a party or which prevents or adversely affects the performance of the obligations of a party under this agreement.

**4.10 Written Amendments**

This Agreement may be amended, modified, or supplemented only by a written instrument executed by both parties. Any changes or alterations to this agreement shall be binding only if made in writing and signed by authorized representatives of both parties. No oral agreements or modifications shall be deemed valid or enforceable.

**4.11 Governing Law and Jurisdiction**

This agreement shall be governed by and construed in accordance with the laws of India. The Court at Hyderabad shall have exclusive jurisdiction over any legal action or proceeding arising out of or in connection with this agreement.

Thank you once again for selecting Novotel Hyderabad Convention Centre and Hyderabad International Convention Centre. We are committed to ensuring that your group's stay is a success.

Please do not hesitate to contact us should you require assistance at any time

**Authorized signatory on and behalf of  
CYBERABAD CONVENTION CENTRE PVT LTD.  
COURSES**  
In presence of

Name: Ruksana M  
Designation: Sales Manager  
Date: 21 May 2025  
Signature:

Name: Saurav BATBYAL  
Designation: Director of Sales  
Date: 21 May 2025

**NOVOTEL**  
HYDERABAD CONVENTION CENTRE

**Authorized signatory on and behalf of  
HYDERABAD ORTHOPEDIC ADVANCE**  
in presence of

Name: Ajith sai Allakula  
Designation: Event manager.  
Date: 27-05-2025  
Signature:

Name:  
Designation  
Date:

*BS*  
**For PURPLEHAT EVENTS**

Proprietor  


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CONVENTION CENTRE

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**Signature:**

**Name: Prithvi ANAND**

**Designation: Director of Sales & Marketing**

**Date: 21 May 2025**

**Signature:**

**Signature:**

**Name:**

**Designation**

**Date:**

**Signature:**

