



Tue Jul 11 2023

To,

MD ADIL

Velankani

Bangalore

9742560329

md.adil@velankanigroup.com

**MD ADIL - July 25, 2023 to July 26, 2023**

Dear MD ADIL,

Thank you for choosing **The Oterra Bengaluru** as your preferred meeting destination. We are delighted to have the opportunity to host your event at our hotel on **July 25, 2023 to July 26, 2023**.

Please find enclosed contract for this event that reflects the details discussed. Kindly check that all details are correct and all pages of the contract need to be initialed, with your signature on the final page by or before **15/07/2023**

We offer unique meeting spaces that utilize new technology, flexible seating arrangements, inspiring tools, and activities, all intended to stimulate creativity and provide an upbeat meeting experience.

The fire exit plan has been placed behind the door of the meeting facility, and a safety briefing can be conducted by our Security Incharge for the convenience of your guests.

We also ensure that we take care of our differently-abled guests by providing a number of offerings in the room, such as the deaf guard, a strobe light for easy recognition, wheelchair accessibility, and assistance in case of any safety condition. Please advise us in case of any special requirements.

MD ADIL, Should you require further assistance, please do not hesitate to contact me at any time. We are committed to ensuring the success of this event.

I look forward to the opportunity of working closely with you for this event."

**Tinu Sebastian**  
Sales Manager

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Contract Agreement  
Between The Oterra and MD ADIL  
for  
MD ADIL  
July 25, 2023 to July 26, 2023

## ACCOMMODATION REQUIREMENT

Check In Date	Guest Room Category	Number of Rooms	Occupancy	Check out Date
July 25, 2023	EXE	50	Double	July 26, 2023

### Note:

- **The above tariff is on per room per night basis.**
- For the triple occupancy rooms, additional mattress will be provided from the hotel end. (Kindly confirm on the number of rooms on triple occupancy)
- **Rooming List:** The rooming list for the group bookings, needs to be confirmed and sent to us one week prior (7 Days) to the arrival date of the group. No further additions or modifications to be done before 24 hrs from the check-in date.
- The specific group rooming list format shared by the hotel needs to be strictly followed while sending the group rooming list. No other formats other than the specified one from Hotel's end will be entertained.
- In the event of Double/Triple occupancy rooms, the specific occupant/sharer details to be mentioned in the rooming list, and no deviation from the list will be entertained at the time of check-in.
- Minibar items to be removed from all the rooms.

### Guest Room Package Inclusions:

- Room only package.
- High Speed Internet.
- Spacious rooms with an area of 40sq meters
- In room Tea/Coffee maker
- 37" LCD TVs with 60 TV channels (International & Domestic)
- 24 hrs room-service, housekeeping, concierge and travel desk
- Access to the swimming pool & gymnasium.
- Complimentary bottled water replenished daily



#### **Early Check In & Late Checkout Policy:**

- Early check in prior to 0900hrs will be with 100% room charges subject to availability
- Early From 0900 hrs to 1400hrs will be with 50% room charges subject to availability.
- Late Check Out until 1800hrs will be with 50% room charges subject to availability.
- Late check out beyond 1800 hrs will be with 100% room charges subject to availability.

#### **Airport picks up and drop charges :**

- Innova - INR 4499 + tax (5.00%) per way
- Etios - INR 3399 + tax (5.00%) per way

**At present, we are not holding any reservation for guest rooms, based upon your acceptance on the contract and essential information we will proceed further**

### **CATERING REQUIREMENTS**

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Package</b>	<b>Venue</b>	<b>Set-Up</b>	<b>Min Attendance</b>	<b>Max Attendance</b>	<b>Rate</b>
July 25, 2023	1 p.m.	6:30 p.m.	• Conference Lunch	Ballroom 1	Cluster/Theater	25	30	Charges at INR 1900 + 18% taxes per person per day
July 26, 2023	7 p.m.	11:30 p.m.	• Cocktail Dinner	Pool Side	Cluster/Theater	30	35	Charges at INR 1900 + 18% taxes per person per day
July 26, 2023	2 p.m.	5:30 p.m.	• Conference Lunch	Ballroom 2	Cluster/Theater	28	35	Charges at INR 1900 + 18% taxes per person per day

**Note : Alcoholic and Non Alcoholic Beverages are not included in the package**

#### **Note:**

- Request you to follow the safety measures of the hotel against Covid-19 strictly.
- The event arrangements would be done in accordance with the SOP guidelines given by the Government of Karnataka.
- The guest should follow the safety measures of the hotel against Covid-19 strictly.
- The évent arrangements would be done in accordance with the SOP guidelines given by the Government.



- Guest will be bringing outside caterer to the hotel for the event.
- Hotel will be only providing the venue and standard seating arrangements.
- All staffs (Vendor) should have valid ID proofs. The same needs to be submitted at the time of entry. Staff without ID proof will not be permitted.
- Staffs under 18 years old are not allowed to enter the hotel premises.
- All staff should be in proper attire and shoes are mandatory (Half pants are not allowed)
- Delivery Challan (Materials List) to be handed over to the hotel security at the time of entry and the same needs to be validated before leaving the premises.
- All staff requested not to consume alcohol before entering the premises. Consumption of alcohol is not permitted inside the hotel premises as well.
- All the staffs to wear Masks all the time inside the hotel premises.
- All the materials to be arrived through the back gate only (Gate No. 5)
- Parking of the vendor vehicle is not allowed at the hotel premises.
- Fire exit to be kept safe and clear.
- Flammable materials if any, to be stored with proper precautions. Information to be passed to the security team in advance. The same is not allowed inside the enclosed areas.
- Dhol will not be entertained at the hotel lobby. The same can be used inside ballroom area and main porch.
- The entire area for the food arrangement to be carpeted by default, no deviation entertained for the same.
- Make sure, there is no oil spillage on the floor.
- Garbage management to be taken care by the caterer / Event organizer. No dumping of garbage is permitted at the hotel premises.
- Decoration and all the other arrangements to be taken care by the guest.
- Masking of areas (If required) to be intimated to the hotel in advance and the same to be taken care from the event organizer.
- **Usage of Drone camera for the event:** Usage of drone camera is not allowed at the hotel premises.
- Security deposit of INR 2,00,000/- to be paid by the Guest. The same will be refunded if found no damages.
- Driveway will be provided for the kitchen set up.
- Arrangements at the driveway to be done by the vendor.
- Proper precautions to be taken by the vendor at the venue given. No damage will be entertained and if found any damages, the same will be charged.
- PPL, Novex & IPRS License is required in case of any of the performance-oriented event (DJ, dance, recorded music) and same needs to be submitted by guest 15 days prior to the event date
- Water facility for washing and cooking will be arranged at the Driveway area from hotel end. Charges at INR 30,000+18% tax. (Non-Refundable)
- Cleaning charges to be paid by the Guest INR 10,000+18% tax (Non-Refundable).
- If in case of any deviations from this, the hotel will not be taking the responsibility. However, the event organizer would be advised to do the needful by themselves.
- We do not permit any beverages (alcoholic & nonalcoholic) in the hotel premises from outside.
- Scattered Check In as per the rooming list.
- Drinking water for all the events to be arranged from the caterer.
- No valet services will be provided. Guest to take care of the parking. However, from the hotel side will provide staff members (However, the same will depends upon the government regulation and the situation during the time of event)



- Concierge will help all the guests to check in & check out for their luggage.
- Please be noted that, the area to be carpeted and Tea coffee and the snacks to be made on tabletop. No oil spillage or damage will be entertained at the area given.
- **Billing = Direct payment (100% Advance amount to required for the confirmation)**

## APPLICABLE TAX

Please note the government mandated taxes which will be levied at the time of booking and are subject to change without prior notice

- **Food : 18.00 %**
- **Hall hire : 18.00 %**
- **Audio Visuals : 18.00 %**
- **Alcoholic Beverages : 00.00 %**
- **Non-Alcoholic Beverages : 18.00 %**

### Note:

- All beverages and Audio Visual requirements will be charged as per actual consumption/ usage.
- We do not permit any beverages (alcoholic & non alcoholic) in the hotel premises from outside.
- PPL, Novex & IPRS License is required in case of any of the performance oriented event (DJ, dance, recorded music) and same needs to be submitted by guest 15 days prior to the event date .
- **Please note this is a proposal for your reference and we are not holding any reservation as of now. After receiving an acknowledgement from your end we will be sending you a formal letter of agreement/ contract with all the terms and conditions.**
- After receiving the signed copy of the contract the booking will be formally confirmed

## FOOD & BEVERAGE REQUIREMENTS

### MENU AND FOOD SERVICE

- Menus must be advised in writing fourteen (14) days prior to the contracted arrival date.
- It is the organiser's responsibility to ensure guests do not bring any food and beverage products into the Hotel for consumption other than by themselves. Food and beverage products for display or product training are to be approved by the Hotel.

### ALCOHOL SERVICE

- All beverages (alcoholic and non-alcoholic) are to be provided by the hotel. NO external beverages are to be brought in for events.



## **DINNING & ENTERTAINMENT**

- **The Oterra** offers much to savor in fine dining. From authentic and fine Italian at Aloro; to the bold bistro fare at 24@43 to the Deck's starlit outdoor indulgence.

## **ATTRITION POLICY AND PROCEDURE**

- Event charges are based on delegate numbers advised at time of enquiry and are used to generate your business proposal and quotation. Should your numbers change prior to confirming your booking your quotation may change accordingly.

## **BOOKING CONDITIONS**

- Please review and confirm the expected and guaranteed number of attendance forty-eight (48) hours prior to the function. Any variance between the expected and guaranteed number should be within ten percent (10%). Charges will be made according to the guaranteed number or actual attendance, whichever is greater.
- The above rates and function space are extended specifically for this event at the agreed number of guests. Should there be any changes in number of attendees, the Hotel will review and discuss with the client on revised prices and function space allocated accordingly.
- The client or client representative/agent agrees to begin the event/s at the scheduled time/s and agrees to have its guests, invitees and other persons vacate the designated function area/s at the agreed completion time/s. Labour charges may apply if your event continues after the agreed completion time. Meeting rooms are not allocated on a 24-hour basis unless negotiated prior to the event.
- The organiser will confirm on the menu selection to the Hotel fourteen (14) days prior to the event.
- All Food & Beverage services for the event within the hotel must be provided by the Hotel at prevailing prices



## CANCELLATION & POSTPONTMENT POLICY

CANCELLATION PERIOD	Once Booked
ROOMS & CATERING CHARGES	<p>This event is non-cancellable once booked. 100% retention will be charged if cancelled.</p> <p>However, in the event of Covid Restrictions imposed by the government, the event can be cancelled and 100% refund will be provided</p>

## PRO FORMA INVOICE

Item	Units	Days / Nights	Total
Guest Rooms	50	2	100
Banquet Venue from July 25, 2023 to July 26, 2023			
Total Package (Room + Banquet)			3300000
Water and Cleaning Charges			40000
Security Deposit - Refundable Deposit			200000
Extras if anything will be charged on actual basis			
Grand Total (Approx.)	INR 3540000		

The above charges stated above are an estimated only. The client may request for additional service to be provided by the hotel. In such event, the client shall pay the additional charges to the hotel and the amount stated in the above payment schedule shall be revised upward accordingly



## DEPOSIT SCHEDULE

- The following deposits are required to be received by the Hotel according to schedule for event charges as booked.
- Where payments are made by credit cards the applicable credit card transaction fee will be applied to the total tax invoice for contracts valued at INR 2, 50,000 or greater.

Deposite	Schedule Date	Amount Due
Initial Deposit	INR 200,000/- received on 02nd July 2022	INR 200,000/- received on 02nd July 2022
02nd Installment	INR 200,000/- to be paid on or before 25th July 2022	INR 200,000
03rd Installment	INR 7,85,000/- to be paid on 25th Aug 2022	INR 785,000
04th Installment	INR 7,85,000/- to be paid on 25th Sept 2022	INR 785,000
All Alcoholic and Non-Alcoholic Beverages will be charged separate on actual and is not a part of the package.		

### Note:

- All bookings are tentative until a deposit or letter of undertaking is received
- Confirmation of bookings must be made in writing and accompany the requested deposit within the designated period (see 'Deposit Schedule') If this is not the case, the Hotel reserves the right to cancel the booking and allocate the space to another client. Once the signed contract and deposit(s) are received, the booking is deemed confirmed. Until such time, the booking remains "tentative".
- **If the deposit amounts have been paid and the signed contract not returned, it is assumed that the company accepts the terms and conditions outlined herein.**





## **GENERAL INFORMATION & POLICY**

### **GOODS & SERVICE TAX**

- The above rates offered are based on the current government taxation policy. In the event of change, the Hotel reserves the right to amend any rates quoted accordingly to reflect the new tax structure by the Indian Government taxes Please be informed that all rates quoted in the above are in Indian Rupees

### **PRICING POLICY**

- This quotation will remain valid for the above event period only. Kindly note that prices quoted may be subject to change, depending on change in event requirements / dates
- All charges need to be paid in India Rupees currency. If necessary, the Hotel will claim from the Company any loss on the exchange arising from accounts being settled in other currencies (Applicable for overseas clients).

### **PARKING FACILITIES**

- Complimentary car park is available for all in house delegates. Parking is at your own risk. The hotel disclaims any loss or injury whatsoever arising from the use of the car parks

### **EVENT SIGNAGE**

- Standard hotel directional signage will be provided at the hotel lobby and at the entrance of the function room. Please advise us the exact wordings 7 days prior to event date.

### **CONTENT AND CONDUCT OF FUNCTION**

- If the Hotel has reason to believe that an event or any part of it will affect the smooth operation of the Hotel business, it's security or reputation, the Management reserves the right to cancel/stop the function or any part of it at their discretion without notice or liability.

### **STORAGE**

- Should there be a requirement for storage facilities at the Hotel, either during the function, before or after the function, the hotel will not be held liable for any damages or losses of equipment's and materials.

The Otterra

43 Electronics City Phase 1, Hosur Road, Bengaluru, 560 100

Tel: +91 80 3 00 33 0 30 | Fax: +91 80 3 98 54 51 9



## **DELIVERY**

- Special arrangements must be made for receiving any equipment, goods, displays or other materials, which will be sent, delivered or brought into the Hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required. Advance arrangements must be made through Banquet Sales Manager for weekend deliveries. Please refrain from shipping materials more than five (5) days prior to the function date. Any materials being sent to the hotel must be marked as follows:

- Attention:

Guest's Name and Organisation

Arrival Date & Hotel Contact

Name of Event

- The hotel does not accept any liability for equipment, goods, displays or other materials that fail to arrive at the hotel. The group is responsible for insuring its property for loss or damage.

## **HEALTH REGULATION**

- With the current regulations by the Ministry of Health, smoking is not allowed inside function rooms and air-conditioned public areas.
- Any contractors engaged by the Client who has arranged the function are not allowed to smoke in any area within the function room, smoking is only allowed outside of the Hotel Building.

## **ADVERTISING**

- Prior permission is required to use the Hotel's name and/or logo in print, and/or audio-visual display. All proposed artwork must be approved by the Hotel prior to publication.

## **LOSS AND DAMAGE**

- The Hotel will endeavour to take all possible care but accepts no responsibility for damage or loss of equipment, merchandise or other property left on the premises prior to, during and after the event. The Hotel recommends that guests carry their personable valuables at all times and suggests that the organiser/client arrange an independent insurance policy to cover such damages and/or losses. It is also the responsibility of the organiser/client to provide Personal Insurance Cover for their employees or contractors.
- The Organiser is financially responsible for any damage sustained, or loss incurred, to the Hotel's property, carpet, fixtures or fittings, whether through their own action or the action of their guests, appointed agents, contractors or subcontractors prior to, during and after the function. The Organiser is to ensure that nothing is nailed, screwed, stapled, pinned or adhered to any wall, door, ceiling, furnishing or other surfaces or part of the Hotel. Please note, only masking tape can be used on meeting rooms walls (no pins or tacs)

## **SOUND LEVEL**

- The hotel reserves the right to tune down the music volume as deemed necessary.



## **FIRE ALARM**

- Please ensure that whilst works are being carried out in the hotel premises, the organiser or their representatives should inform the hotel in writing if smoke guns or any flammable materials are used at any time.

## **LICENSING**

- For any functions that involve public performance of music whether through mobile music machine, karaoke, DJ or live performances by artists in the hotel's function rooms, banquet halls and ballrooms, the Customer is required to obtain an entertainment license like PPL, Novex & IPRS.

## **OUTSIDE CONTRACTORS**

- All plans must be approved by the function department not less than 14 days prior to the event/conference. The outside contractors must liaise with the Meetings Team in all matters of delivery, set-up and break down in accordance with the Hotel's occupational health and safety code and indemnify the Hotel against any liability or injury arising from the contracted event.

## **DISCLOSURE**

- The client hiring space at the hotel shall freely disclose the intended nature of the event being held and will at no time undertake any activity that is deemed as illegal or improper.

## **OPTION DATE**

- If the required deposits and/or payment is not received by the agreed date, regrettably the reservation will be automatically released. Reinstatement of the reservation can only be made upon receipt of payment and will be subject to availability at the time of request.

## **FORCE MAJEUR**

- The Hotel / Company will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Government, strikes, riots, terrorism and acts of God.
- In the event of non-performance due to the above reasons, the Hotel shall not refund the deposits received for this event.



## **BILLING INSTRUCTION**

### **Master Account**

- All deposits paid will be non refundable and non transferable in the event of cancellation or postponement. A Master Account will be created by the Hotel, whereby all agreed charges to be settled by the Company will be channeled to.

### **Company without Credit Facility**

- Settlement of the Group Master Account(s) can be made in the form of Cash or Bank Draft or Telegraphic Transfer, 7 working days prior to the event. Credit card settlement of the Group Master Account will only be accepted if previous arrangements have been made with the Hotel

### **INDIVIDUAL ACCOUNT**

- It is agreed that the following charges are on individual account, and will be settled by the guests upon departure from the hotel.
- Individual charges to be settled by guests need to be settled either by cash, traveler's cheque or approved credit cards upon the guests' checkout. For room charges, a method of guarantee will be requested upon check-in.

The Otterra

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## ACCEPTANCE

- Please sign the copy of this document, acknowledging acceptance of the terms and conditions contained herein and return it with the initial deposit by the due date as specified under 'Deposit Schedule'.

**Name: MD ADIL**

**Event Name:**

**Event Date:** July 25, 2023 to July 26, 2023

**Guest Signature:** \_\_\_\_\_

**Sales Manager: Tinu Sebastian**

**Date:** \_\_\_\_\_

**Date :** \_\_\_\_\_