



Proposal PDF

Wed Jun 21 2023

To,

Zoya Taj

infosys

Bangalore

09742851089

infosys - June 26, 2023

Dear Zoya Taj,

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 from to 06 May 2023. Please find enclosed the proposal for this event that reflects the details discussed. Kindly check that all details are correct.

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.

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'm looking forward to the opportunity of working closely with you for this event."

Saini Saha

Assistant Sales Manager

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Proposal
Between The Oterra and infosys
for
infosys
June 26, 2023 to June 27, 2023

CATERING REQUIREMENTS

Date	Start Time	End Time	Package	Venue	Set-Up	Min Attendance	Max Attendance	Rate
June 26, 2023	3 p.m.	6:30 p.m.	• Conference Lunch	Ballroom 1	Cluster/Theater	20	25	Charges at INR 1900 + 18% taxes per person per day
June 27, 2023	6 p.m.	10 p.m.	• Cocktail Dinner	Pool Side	Cluster/Theater	25	30	Charges at INR 1900 + 18% taxes per person per day

Note:

- **Alcoholic and Non-Alcoholic Beverages** are not included in the package. The same will be chargeable on an actual basis (bottle-wise).

Surcharge Clause:

- Should the number of people increase by 10% more than the Maximum Anticipated people (as mentioned above), there will be a surcharge over the per head rate as given below. Food service to the increased number of people is purely subject to availability and at the sole discretion of the hotel.
- 0-10% above the minimum guarantee - Will be accommodated as per the charges mentioned above.
- 11-15% above the expected guarantee - 10% increase in the tariff per person
- 16-20% above the expected guarantee - 20% increase in the tariff per person
- 21% above - 30% increase in the tariff per person



Conference Lunch Inclusions On June 26, 2023	Quantity
Vegetarian Soup	1
Vegetarian Salads	3
Nov Veg Main Course (Fish & Chicken)	2
Veg Main Course	2
Dal	1
Steamed Rice	1
Veg Flavoured Rice	1
Assorted Indian Breads	1
Desserts	3

Cocktail Dinner Inclusions On June 27, 2023	Quantity
Welcome Drink on Arriva	1
Veg Starters for 90 min	2
Non-Veg Starters for 90min (Fish/chicken)	2
Lentil	1

Beverages requirements:

- Will be chargeable on actual basis (Bottle wise).

Audio Visual Requirements:

- Will be chargeable on actual basis.



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.
- **Look forward to your feedback and response on the same latest by 25/06/2023.**

The Otterra

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