



21 April 2023

**DR. ARUP RATAN DUTTA, ORGANIZING CHAIRMAN
DR. ARGHYA MAJUMDAR, CO-ORGANIZING CHAIRMAN
DR SAUBHIK SURAL, ORGANISING SECRETARY
DR. SANDIP BHATTACHARYA, CO ORGANIZING SECRETARY
DR. JAYANTA DUTTA, TREASURER
INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023
CONFERENCE SECRETARIAT - DEPARTMENT OF NEPHROLOGY PEERLESS HOSPITAL
AND B K ROY RESEARCH CENTER
360 PANCHASAYAR
KOLKATA 700094
Email : saubhik_sural@hotmail.com**

GSTIN: AWAITED

Dear **Dr Sural**,

We thank you for accepting our proposal for the event organized by **INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023 from 13 to 17 December 2023.**

Further to our discussions and your subsequent request to block the listed venues for the forthcoming event, kindly find enclosed the agreement for the same.

We request you to return a signed copy of this document to us by **21 April 2023**, indicating your acceptance of the agreement. Please sign on each page, including the signature page to indicate your understanding and acceptance of the terms and conditions of the booking.

The Agreement shall consist of (i) This cover letter; (ii) **Annexure I: Accommodation Requirement**; (iii) **Annexure II: Function/Event Space Requirements**; (iv) **Annexure III: Food & beverage**; (v) **Annexure IV: Terms & Conditions**

Thank you.

Yours faithfully,

**Rosemary De
Catering Sales Manager
ITC Sonar & ITC Royal Bengal**

**Abhinandan Gooptu
MICE Manager
ITC Sonar & ITC Royal Bengal**

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Private and Confidential
Event of ISNCON 2023

**DR. ARUP RATAN DUTTA, ORGANIZING CHAIRMAN
DR. ARGHYA MAJUMDAR, CO-ORGANIZING CHAIRMAN ----- DR SAUBHIK SURAL, ORGANISING SECRETARY
DR. SANDIP BHATTACHARYA, CO ORGANIZING SECRETARY ----- DR. JAYANTA DUTTA, TREASURER
INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023
ROSEMARY DE,
ITC Hotels Kolkata**



This agreement is being entered on **21 April 2023** by and between:

ITC Limited, a company within the meaning of the Companies Act, 2013, and having its registered office at 37, Jawahar Lal Nehru Road, Kolkata – 700 071, and its divisional office at the ITC Green Centre, 10, Institutional Area, Sector 32, Gurgaon – 122 001 hereinafter referred to as “**ITC**” or “**Hotel**” which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors and permitted assigns.

AND

INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023

INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023, hereinafter referred to as “**INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023**,” which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors and permitted assigns

Both ITC and **INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023**, shall be referred to individually as ‘**Party**’ and jointly as ‘**Parties**’

The Parties record the understanding of the below arrangement between themselves as follows:

This **agreement** shall mean and include (i) the cover letter dated **21 April 2023**; (ii) Annexure I: Accommodation Requirement; (iii) Annexure II: Function/Event Space Requirements; (iv) Annexure III: Food & beverage; (v) Annexure IV reflecting the terms and conditions.

Annexure I: Accommodation Requirement

The room categories and breakup as per the accepted proposal are listed below, along with minimum day – wise requirements.

Hotel	Room Category	Roomnights	Room Rate	Room Rate	13-Dec-23	14-Dec-23	15-Dec-23	16-Dec-23
			SGL Occ	DBL Occ	Wed	Thu	Fri	Sat
			(Excl GST)	(Excl GST)				
ITC Royal Bengal	Towers Exclusive	780	21500	22500	150	210	210	210
ITC Royal Bengal	ITC ONE	90	24500	25500	0	30	30	30
ITC Royal Bengal	01 bedroom apartment	30	27500	28500	0	10	10	10
ITC Royal Bengal	**02 bedroom apartment	8	40000	40000	2	2	2	2
ITC Sonar	Executive Club	300	17500	18500	0	100	100	100
	Total roomnights	1208			152	352	352	352

Table 1.1

****02 nos of TWO BEDROOM Service apartments on complimentary basis from 13 to 17 Dec 2023 for the Organising Committee.**

Accommodation Rates:

HOTEL	Room Category	Special Offer (INR)	
		Single Occupancy - INR	Double Occupancy - INR
ITC Sonar	Executive Club	17500+tax	18500+tax
ITC Royal Bengal	Towers Exclusive	21500+tax	22500+tax
ITC Royal Bengal	ITC One	24500+tax	25500+tax
ITC Royal Bengal	1 BHK Service Apartment	27500+tax	28500+tax
ITC Royal Bengal	**2 BHK Service Apartment	40000+tax	40000+tax

Table 1.2

****** 02 nos of TWO bedroom apartment are offered on complimentary basis from 13 to 17 Dec 2023. If you wish to take any more TWO BEDROOM service apartments, the same will be charged @ INR 40000+ tax per night for 04 adults with breakfast and WiFi

Inclusions:

- Accommodation on Single/Double Occupancy Basis
- Buffet Breakfast
- WiFi

Please note – In the interest of your privacy, Aadhaar card is not accepted as a proof of identity at check-in.

Guest Rooms – 1208

Total minimum estimate for accommodation is listed below:

Rates for ITC Complex, Kolkata - Nephrology Conference										
Hotel	Room Category	Roomnights	Room Rate	Room Rate	13-Dec-23	14-Dec-23	15-Dec-23	16-Dec-23	Total Room nights	Total (INR)
			SGL Occ	DBL Occ	Wed	Thu	Fri	Sat		
			(Excl GST)	(Excl GST)						(Excl Govt Taxes)
ITC Royal Bengal	Towers Exclusive	780	21500	22500	150	210	210	210	780	16770000
ITC Royal Bengal	ITC ONE	90	24500	25500	0	30	30	30	90	2205000
ITC Royal Bengal	01 bedroom apartment	30	27500	28500	0	10	10	10	30	825000
ITC Royal Bengal	02 bedroom apartment	8	40000	40000	2	2	2	2	8	0
ITC Sonar	Executive Club	300	17500	18500	0	100	100	100	300	5250000
		1208			152	352	352	352	1208	
					Est TOTAL (TAX EXTRA)					25050000
							Tax @ 18% GST			4509000

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Event of ISNCON 2023

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DR. SANDIP BHATTACHARYA, CO ORGANIZING SECRETARY ----- **DR. JAYANTA DUTTA, TREASURER**

INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023

ROSEMARY DE,
ITC Hotels Kolkata

						Total with Tax	29559000
* GST Would be additional as per Government Rules							

Table 1.3

* Taxes are subject to change in government policy and would be charged as applicable on the date of the event. Any additional taxes introduced and applicable on the date of the event shall be charged accordingly.

Room preference (Twin, Smoking, Non-Smoking, any specific view etc.) will be subject to availability.

Annexure II: Function/Event Space Requirement

Table 2.1 illustrates the venues that will be held by <ITC Royal Bengal> on a confirmed basis for **INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023** event, post the acceptance of this agreement and the receipt of the advances.

<ITC Royal Bengal> and **INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023** have agreed on the use of the specified venues as per the timings and venue fee (if applicable) as listed.

Venue Allocation

The proposed venues for the event are listed.

Date	Event	Hotel	Venue	Timin g	GTD Guest s	No of days	Hall Rental	Meal Rate	Total
13-Dec-23	Set up	ITC Royal Bengal	Bengal Stateroom SET up	0900 - 2300 hrs	0	1	3000000	0	3000000
	Dinner - pre conference dinner	ITC Royal Bengal	Eastern Court	1900-2300 hrs	300	1	0	3000	900000

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	Set up	ITC Royal Bengal	Eastern Court	0900 - 2300 hrs	0	1	300000	0	0
	Meeting Venue	ITC Royal Bengal	Dooars	0900 - 2300 hrs	0	1	50000	0	0
	Meeting Venue	ITC Royal Bengal	Summit	0900 - 2300 hrs	0	1	40000	0	0
	Meeting Venue	ITC Royal Bengal	Kurseong	0900 - 2300 hrs	0	1	25000	0	0
	Exhibition Area	ITC Royal Bengal	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1000000	0	1000000
14-Dec-23	Conference with lunch	ITC Royal Bengal	Bengal Stateroom	0900 - 1800 hrs	1200	1	0	2500	3000000
	Corporate dinner	ITC Royal Bengal	Bengal Stateroom	1900-2300 hrs	1400	1	0	3000	4200000
	Breakaway Venue	ITC Royal Bengal	Eastern Court	0900 - 2300 hrs	0	1	200000	0	200000
	Meeting Venue	ITC Royal Bengal	Dooars	0900 - 2300 hrs	0	1	50000	0	0

	Meeting Venue	ITC Royal Bengal I	Summit	0900 - 2300 hrs	0	1	40000	0	0
	Meeting Venue	ITC Royal Bengal I	Kurseong	0900 - 2300 hrs	0	1	25000	0	0
	Exhibition Area	ITC Royal Bengal I	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1700000	0	1700000
15-Dec-23	Conference with lunch	ITC Royal Bengal I	Bengal Stateroom	0900 - 1800 hrs	1400	1	0	2500	3500000
	Dinner session - for Student delegates	ITC Royal Bengal I	Bengal Stateroom	1900-2300 hrs	600	1	900000	3000	2700000
	DINNER	ITC Sonar	Sunderban Lawns	1900 - 2300 hrs	1400	1	0	2800	3920000
	Corporate dinner	ITC Royal Bengal I	Eastern Court	0900 - 2300 hrs	0	1	200000	0	200000
	Meeting Venue	ITC Royal Bengal I	Dooars	0900 - 2300 hrs	0	1	50000	0	0

	Meeting Venue	ITC Royal Bengal I	Summit	0900 - 2300 hrs	0	1	40000	0	0
	Meeting Venue	ITC Royal Bengal I	Kurseong	0900 - 2300 hrs	0	1	25000	0	0
	Exhibition Area	ITC Royal Bengal I	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1700000	0	1700000
16-Dec-23	Conference with lunch	ITC Royal Bengal I	Bengal Stateroom	0900 - 1800 hrs	1400	1	0	2500	3500000
	Dinner session - for Student delegates	ITC Royal Bengal I	Bengal Stateroom	1900- 2300 hrs	600	1	900000	3000	2700000
	DINNER	ITC Sonar	Sunderban Lawns	1900 - 2300 hrs	1400	1	0	2800	3920000
	Set up	ITC Royal Bengal I	Eastern Court	0900 - 2300 hrs	0	1	200000	0	200000
	Meeting Venue	ITC Royal Bengal I	Dooars	0900 - 2300 hrs	0	1	50000	0	0

	Meeting Venue	ITC Royal Bengal	Summit	0900 - 2300 hrs	0	1	40000	0	0
	Meeting Venue	ITC Royal Bengal	Kurseong	0900 - 2300 hrs	0	1	25000	0	0
	Exhibiiton Area	ITC Royal Bengal	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1700000	0	1700000
17-Dec-23	Conferenc e with lunch	ITC Royal Bengal	Bengal Stateroom SET up	0900 - 1500 hrs	1000	1	0	2500	2500000
	Corporate dinner	ITC Royal Bengal	Eastern Court	0900 - 1800 hrs	0	1	200000	0	200000
	Meeting Venue	ITC Royal Bengal	Dooars	0900 - 1800 hrs	0	1	50000	0	0
	Meeting Venue	ITC Royal Bengal	Summit	0900 - 1800 hrs	0	1	40000	0	0
	Meeting Venue	ITC Royal Bengal	Kurseong	0900 - 1800 hrs	0	1	25000	0	0
	Exhibiiton Area	ITC Royal Bengal	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1700000	0	1700000

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ITC Hotels Kolkata**

17-Dec-23	SET UP Removal	ITC Royal Bengal	Bengal Stateroom	1800-2300 hrs	0	1	3500000	0	0
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Table 2.1

Inclusions:

- The above venues are inclusive of above mentioned seating arrangements.

Note: The use of these venues is strictly as per the timings listed above. Any additional venues are subject to availability and will be charged at additional venue fee.

**Taxes are subject to change with a change in government policy and taxes applicable on the day of the event would be levied.*

ANNEXURE III: Food & Beverage

Food and Beverage

The following offer is applicable for the basic menu. Any additional menu requests will affect the per person offer:

Date	Event	Hotel	Venue	Timing	GTD Guests	No of days	Hall Rental	Meal Rate	Total (INR)
13-Dec-23	Set up	ITC Royal Bengal	Bengal Stateroom SET up	0900 - 2300 hrs	0	1	3000000	0	3000000
	Dinner - pre conference dinner	ITC Royal Bengal	Eastern Court	1900-2300 hrs	300	1	0	3000	900000

	Set up	ITC Royal Bengal	Eastern Court	0900 - 2300 hrs	0	1	300000	0	0
	Meeting Venue	ITC Royal Bengal	Dooars	0900 - 2300 hrs	0	1	50000	0	0
	Meeting Venue	ITC Royal Bengal	Summit	0900 - 2300 hrs	0	1	40000	0	0
	Meeting Venue	ITC Royal Bengal	Kurseong	0900 - 2300 hrs	0	1	25000	0	0
	Exhibiiton Area	ITC Royal Bengal	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1000000	0	1000000
14-Dec-23	Conference with lunch	ITC Royal Bengal	Bengal Stateroom	0900 - 1800 hrs	1200	1	0	2500	3000000
	Corporate dinner	ITC Royal Bengal	Bengal Stateroom	1900- 2300 hrs	1400	1	0	3000	4200000
	Breakaway Venue	ITC Royal Bengal	Eastern Court	0900 - 2300 hrs	0	1	200000	0	200000
	Meeting Venue	ITC Royal Bengal	Dooars	0900 - 2300 hrs	0	1	50000	0	0
	Meeting Venue	ITC Royal Bengal	Summit	0900 - 2300 hrs	0	1	40000	0	0

	Meeting Venue	ITC Royal Bengal	Kurseong	0900 - 2300 hrs	0	1	25000	0	0
	Exhibition Area	ITC Royal Bengal	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1700000	0	1700000
15-Dec-23	Conference with lunch	ITC Royal Bengal	Bengal Stateroom	0900 - 1800 hrs	1400	1	0	2500	3500000
	Dinner session - for Student delegates	ITC Royal Bengal	Bengal Stateroom	1900- 2300 hrs	600	1	900000	3000	2700000
	DINNER	ITC Sonar	Sunderban Lawns	1900 - 2300 hrs	1400	1	0	2800	3920000
	Corporate dinner	ITC Royal Bengal	Eastern Court	0900 - 2300 hrs	0	1	200000	0	200000
	Meeting Venue	ITC Royal Bengal	Dooars	0900 - 2300 hrs	0	1	50000	0	0
	Meeting Venue	ITC Royal Bengal	Summit	0900 - 2300 hrs	0	1	40000	0	0
	Meeting Venue	ITC Royal Bengal	Kurseong	0900 - 2300 hrs	0	1	25000	0	0

	Exhibiiton Area	ITC Royal Bengal	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1700000	0	1700000
16-Dec-23	Conference with lunch	ITC Royal Bengal	Bengal Stateroom	0900 - 1800 hrs	1400	1	0	2500	3500000
	Dinner session - for Student delegates	ITC Royal Bengal	Bengal Stateroom	1900- 2300 hrs	600	1	900000	3000	2700000
	DINNER	ITC Sonar	Sunderban Lawns	1900 - 2300 hrs	1400	1	0	2800	3920000
	Set up	ITC Royal Bengal	Eastern Court	0900 - 2300 hrs	0	1	200000	0	200000
	Meeting Venue	ITC Royal Bengal	Dooars	0900 - 2300 hrs	0	1	50000	0	0
	Meeting Venue	ITC Royal Bengal	Summit	0900 - 2300 hrs	0	1	40000	0	0
	Meeting Venue	ITC Royal Bengal	Kurseong	0900 - 2300 hrs	0	1	25000	0	0
	Exhibiiton Area	ITC Royal Bengal	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1700000	0	1700000

17-Dec-23	Conference with lunch	ITC Royal Bengal	Bengal Stateroom SET up	0900 - 1500 hrs	1000	1	0	2500	2500000
	Corporate dinner	ITC Royal Bengal	Eastern Court	0900 - 1800 hrs	0	1	200000	0	200000
	Meeting Venue	ITC Royal Bengal	Dooars	0900 - 1800 hrs	0	1	50000	0	0
	Meeting Venue	ITC Royal Bengal	Summit	0900 - 1800 hrs	0	1	40000	0	0
	Meeting Venue	ITC Royal Bengal	Kurseong	0900 - 1800 hrs	0	1	25000	0	0
	Exhibiiton Area	ITC Royal Bengal	Lower Lobby area/ Cabinet room	24 hours hold	0	1	1700000	0	1700000
17-Dec-23	SET UP Removal	ITC Royal Bengal	Bengal Stateroom	1800- 2300 hrs	0	1	3500000	0	0
							Est TOTAL (TAX EXTRA)		42440000
							Tax @ 18%GST		7639200
							Total with Tax		50079200

Table 3.1

TAX STRUCTURE

Taxes: Lunch/Dinner: 18% Goods & Services Tax
Breakfast, High Tea: 18% Goods & Services Tax



Venue Rental: 18% Goods & Services Tax

Note: There are no discounted rates for children. For children below 6, there will be no charge.

Audio/Visual would be charged on actuals.

Liquor will be charged on actuals

****Taxes are subject to change with a change in government policy and taxes applicable on the day of the event would be levied***

Menu Compendium

Lunch Menu Matrix: 01 Soup, 03 salads, 02 Non Veg main course, 04 Veg main course, 02 dal, 02 pilaf, assorted Indian breads, condiments, 05 desserts

Dinner Menu Matrix: 02 non veg and 02 veg starters on circulation for 90 minutes ; Main course - 02 Soup, 03 salads, 02 Non Veg main course, 03 Veg main course, 02 dal, 02 pilaf, assorted Indian breads, condiments, 05 desserts

Total Minimum Estimate:

S. No.	Description	Total (INR)
1	Accommodation	29559000
2	Venue	0
3	Food & Venue package	50079200
4	Soft Beverage – to be charged extra	0
5	Liquor - to be charged extra	0
6	Others – Internet etc - to be charged extra	0
Approximate Net Total (Inclusive of Tax)		79638200

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INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023

**ROSEMARY DE,
ITC Hotels Kolkata**



Table 4

Annexure IV: Terms and Conditions

General:	This offer is on a per room per night basis, and is quoted in INR, exclusive of taxes until or unless specified in the inclusions. The rooms depicted in the table 1.1 will be blocked on a confirmed basis post the acceptance of this agreement and the receipt of the advances. Please refer to section III for the cancellation policy.
Taxes:	Currently, the offer is subject to Goods and Services Tax of 12%/18%/28% as applicable as per statute on the special offer. These taxes are subject to change without notice, and would be charged as applicable on the date of the event. Any additional tax inserted shall be charged as applicable on the date of the event.
Check-in/Check-out:	<p>Check-in time for group arrivals at <ITC Royal Bengal & ITC Sonar > is 3:00 PM. Rooms will be made available for Check-in 3:00 PM onwards. For arrivals before this time, the accommodation must be blocked from the previous night and will be charged accordingly.</p> <p>Check-out time is 12:00 noon. Checkouts post 2:00 PM till 6:00 PM will be chargeable at Half day prices. Checkouts post 6:00 PM will be chargeable at full day price. This is subject to availability.</p>
Special Requirements:	The Hotel must be informed of any special requirements for hospitality arrangements or registration of VIPs, at least 21 days prior to the group's arrival. For Indian nationals, a copy of government recognized identification, as permitted, is required at least 7 days prior to the date of checking in.. For foreign nationals, a copy of the passport is required at least 15 days before the date of checking in. Requests for additional suites, specific room locations, food requirements, allergies, etc. which are not specified in this agreement will be accommodated if the same is available. Displays, signage, facility desk, or any other administrative activity in public areas are not allowed.



- Length of Stay:** Any changes in the check-in or check-out date mentioned in this agreement may result in a reduction of the total room nights booked per day and eventually would be liable for a retention charge equivalent to the number of rooms released on each night.
- Early Departure Fee:** In the event that a guest who has reserved a room within the group room block checks out prior to the reserved check-out date, an early departure fee equivalent to the room nights cancelled shall be charged to that guest's individual account.
- Note:** Swimming pool and Gym is accessible to all the room guests, however usages of steam, sauna, Jacuzzi will be on chargeable basis.
- Minimum Guarantee:** The minimum guarantee indicates the minimum number of guests guaranteed to attend the event and as reflected in Annexure III. The final invoice will be generated based on the actual number of guests attending or the minimum guarantee, whichever is higher.
- The rate for each meal is applicable for the agreed minimum guaranteed number, and a provision would be kept for a 10% over the minimum guaranteed number. Beyond this, a surcharge of 20% over the agreed rate will be applicable on any additional meals.**
- Menu items would be subject to availability, and some items from the menu may not be available as recommended by the Conventions Chef at that instance.
- INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023 shall share list of attendees along with their details like Name, Arrival Date & Time (if applicable) 72 hours prior to the event with the Hotel for their information and record.
- Consumption of Food:** All food and beverage items served by the hotel are to be consumed in the designated venues. No leftover food will be permitted to be taken from the buffet for consumption outside these venues. Any kind of food and beverage from external sources is not permitted in the hotel premises.



- Special Licenses: Involvement of entertainment in the form of DJ, Live Performances, etc. will be subject to the government/other regulatory licenses like PPL, IPRS, NOVEX etc. The details of these licenses will be discussed at the event planning stage, based on the event structure and type. These licenses are to be attained by the guest / event agency hired by the guest. The hotel would not permit any entertainment for which requisite permissions / licenses have not been obtained. All applicable licenses must be submitted to the hotel at least 72 hours prior to the commencement of the event. **Also, please note the permissible levels for music in the venue is 55 decibels.**
- Liquor Policy: All beverages, alcoholic and non-alcoholic, must be procured from **<ITC Royal Bengal & ITC Sonar >**. These will be charged as per consumption on applicable rates. Beverages procured from external sources are not allowed in the hotel. **The service of liquor is subjected to adherence to the statutory rules laid down for this including adherence to service timings and age.**
- The brand of the liquor decided is subject to availability on the day of the event. In the event the chosen brand of liquor is not available, the Hotel will provide the brand of liquor which is similar or closest to the agreed brand. Decision of the Hotel in this regard shall be final.**
- In the circumstance that the event falls on a dry day as notified by the relevant government, INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023 shall be intimated at least 24 hours prior to the event and INDIAN SOCIETY OF NEPHROLOGY ANNUAL CONFERENCE - ISNCON 2023 shall not be charged for service of liquor.**
- Power Supply: Standard power connections **(<03 KVA>)** are included in the convention hall offer. Production powers such as 3 phase or other large power requirements are an additional cost. The Convention and Events facility is fully equipped to meet up with the normal power requirements. However, there are frequent power failures in the city which are beyond our control. Hence, for an uninterrupted and dedicated power supply, we recommend hiring generator



sets. We do not allow any kind of focus lights which are loose and generate heat in the premises.

Smoking: The entire convention and events venue is a non-smoking premise except for smoking rooms in the common pre-function foyer and certain designated smoking areas in the hotel.

Parking Policy: The conventions and events spaces at **<ITC Royal Bengal & ITC Sonar >** are designed to cater to multiple events at a time. With reference to parallel events parking slots and valets for each event are allocated based on the minimum guarantee to ensure balanced distribution of available parking slots. In case your event requires additional parking space or valets, **<ITC Royal Bengal & ITC Sonar >** will provide assistance in hiring additional parking space or valets and the same will be charged on actual. Confirmation of the same is subjected to availability.

Hotel Decorum: Any kind of animal procession, loud music, and large group entry into the hotel is prohibited. No live music is allowed in public areas. Group assembly in the lobby or porch foyer, or photography / videos in main lobby is not permitted in the hotel. Any kind of branding, signage, decoration, or displays are not allowed in the hotel public areas.

Other: Any damage caused by event participants or external vendors appointed by the host will be charged to the host/organiser of the event. **Decision of the Hotel in this regard shall be final.**

Prevailing Government rules as on the date of the booking and event in relation to curbing of spread of Covid-19 shall be applicable. The Hotel may insist on precautionary measures like temperature check, mandatory sanitisation of hands and checking of status of Arogya Setu app of every guest of the event before granting entry to the Hotel in view of the prevailing situation.

The terms of the Registration card signed by individual guests shall be supplemented and aligned with this Agreement.

Kindly note there is no storage space in the hotel. You are requested to kindly ensure the

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DR. ARGHYA MAJUMDAR, CO-ORGANIZING CHAIRMAN -----DR SAUBHIK SURAL, ORGANISING SECRETARY

DR. SANDIP BHATTACHARYA, CO ORGANIZING SECRETARY ----- DR. JAYANTA DUTTA, TREASURER

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**ROSEMARY DE,
ITC Hotels Kolkata**



security of your items.

Hotel should be informed in advance if any of your guests are allergic to any food or ingredient.

Management of <ITC Royal Bengal > is not liable for any loss of guest belonging during any function held in banquet areas.

II: Confirmation, Advances, and Billing

The Agreement is entered into for the convention space of the hotel based upon the Minimum Guarantee. Any change in the terms of the Agreement including the Minimum Guarantee or the timings of the event may lead to a revision of the overall cost of the event, in terms of venue fee and per head price. Additional venues are subject to availability. Should the organizer make any change to the agreed accommodation or event venue requirements as per this contract, <ITC Royal Bengal & ITC Sonar > reserves the right to change its prices, event, location, and other contractual conditions accordingly. Any such changes, additions, or conditions introduced shall not be binding on the hotel until approved in writing by the hotel representative.

Payment Timelines: A token advance along with the signed contract to be sent by 21 April 2023

Advance payment timeline:

% of Advance	Advance Amount	Date
Initial advance	1500000	21-Apr-23
10%	6463820	15-Jul-23
10%	7963820	17-Aug-23
20%	15927640	18-Sep-23
20%	15927640	15-Oct-23
20%	15927640	15-Nov-23
20%	15927640	01-Dec-23

All extras if any to be settled at the end of the event by Credit/Debit card.



Additional:

Any addendum or additional charges such as additional venue rentals for additional venues, audio visual, increased guaranteed guests etc. post the confirmation and acceptance of the agreement needs to be settled on the same day of the acceptance of the addendum.

Any incidentals during the event need to be settled by cash or credit card after completion of the event but prior to departure from the venue

Payment Methods:

- NEFT
- Credit Cards
- Demand Draft (10 days before the event)
- Cash (Up to INR. 1,99,500 only)
- Payment Link

For all the above payment methods, we require a copy of a PAN card – a mandatory requirement under the Income Tax Act.

The reservation shall be considered final only upon completion of all payment obligations by the Party. If the Party fails to make even a part payment, then the booking shall not be confirmed and the earlier payments shall be forfeited without any further notice.

III: Cancellation

- For any cancellation from the date of confirmation up to 90 days prior to the event date, there will be no retention charge.
- For any cancellation from the date of confirmation between 60 and 89 days to the event date, there will be a 50 % Retention Charge on the minimum estimated amount.
- For any cancellation from the date of confirmation between 45 and 59 days to the event date, there will be a 75% Retention Charge on the minimum estimated amount



- For any cancellation from the date of confirmation within 44 days to the event date, there will be a 100% Retention Charge.
- In case of any cancellation refund, the applicable Goods & Service tax will be charged on the total retention amount.

IV: Jurisdiction

This contract shall be construed and interpreted in accordance with the laws of India. The Courts of the city where the Hotel is situated shall have exclusive jurisdiction to try all the disputes arising out of this agreement.

V: Email Clause

No e-mail communication will be accepted as a legal notice/ claim served on ITC. All notices must be served by registered post and sent to the following:

GAURAV SONEJA
General Manager, ITC Royal Bengal
1, JBS Haldane Avenue, Kolkata – 700046, West Bengal, INDIA

VI: Ethical Standards

Acceptance / execution of this contract shall be deemed to be (a) a confirmation by the party that no benefit, either in cash or in kind, has been provided by party to any officer or employee, or any relative / associate of any officer or employee, of the Client or of any of its associate companies, in order to secure this contract, and (b) an undertaking by party not to provide any benefit, either in cash or kind, to any such officer,/employee/relative / associate as reward or consideration either for securing this contract or any other matter relating to this contract.



VII: Indemnity

Party hereby indemnifies and shall defend and hold harmless ITC, their employees or authorised representatives from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorney's fees, costs and expenses of what so ever kind or nature, including those arising out of injury to or death of parties' employees or agents/ associates or guests using the event venues, whether arising before or after completion of the services hereunder and in any manner caused, by reason of any act, omission, fault or negligence whether active or passive of the Party, or of anyone acting under its directions or control or on its behalf in connection with or incidental to the performance of services under this contract.

VIII: Force Majeure

Notwithstanding anything to the contrary in this Agreement, neither Party shall be liable by reason of failure or delay in the performance of its duties and obligations under this Agreement if such failure or delay is caused by circumstances beyond its reasonable control and without its fault or negligence including but not limited to acts of God, war, riot, fire, pandemic, lock-downs, embargoes, any orders of governmental, quasi-governmental, or local authorities, provided that the affected party makes reasonable efforts to overcome the challenges posed by such event. Parties shall resume their obligation(s) upon the force majeure event ceasing to have effect.

Affected Party shall inform the other Party of the invocation of the clause within a period of 7 days of the occurrence of the force majeure event.

IX: Confidentiality

The rates offered in this agreement are designed based on specific requirements and are assigned on case to case basis. The above shall be kept confidential by both parties. Any comparison, sharing or disclosure of the same with any third party shall be construed as breach of contract.

X: IP rights



Parties agree that they shall not use any proprietary material belonging to the other except in a manner permitted and authorized in writing.

XI: Waiver

No failure or delay by either Party in exercising any right, power, or remedy under this Agreement shall operate as a waiver of any such right, power, or remedy. The express waiver of any right or default hereunder shall be effective only in the instance given and shall not operate as or imply a waiver of any similar right or default on any subsequent occasion.

XIII: Termination

Without prejudice to rights and remedies available, ITC reserves the right to terminate this Agreement forthwith in event(s) including the following:

- Winding up/ liquidation of your organisation;
- Official liquidator being appointed in respect of assets of your organisation;
- The organisation becomes insolvent;
- Occurrence or anticipation of occurrence of any such event which may necessitate, in ITC's sole discretion, the termination of the Agreement.
- In the event of failure to make the entire payment as per clause II.



XIV: Relationship

The relationship between the parties will be that of independent parties and nothing contained in this Agreement shall be construed as creating or implying a joint venture, partnership, agency, or employment relationship between the parties or their respective employees and contractors, and neither party will have the right to bind the other or incur any obligation on the other's behalf without the other's prior written consent.

AGREED AND ACCEPTED BY

**DR. ARUP RATAN DUTTA,
ORGANIZING CHAIRMAN**

**ROSEMARY DE
Catering Sales Manager
ITC ROYAL BENGAL & ITC SONAR**

**DR. ARGHYA MAJUMDAR,
CO-ORGANIZING CHAIRMAN**

**DR SAUBHIK SURAL,
ORGANISING SECRETARY**

**DR. SANDIP BHATTACHARYA
CO ORGANIZING SECRETARY**

**DR. JAYANTA DUTTA, TREASURER
INDIAN SOCIETY OF NEPHROLOGY
ANNUAL CONFERENCE - ISNCON 2023**

**ABHINANDAN GOOPTU
MICE Manager
ITC ROYAL BENGAL & ITC SONAR**

**SAUGAT NANDY
Area Head of Sales, East
ITC HOTELS LIMITED**