

ANNUAL CONTRACT

January 5, 2023
Dr. N.S. Dabholkar
Chief Manager (SG), Hospitality
Indian Institute of Technology Bombay Powai,
Mumbai - 400076
E: dabholkar@iitb.ac.in Dear

Dr. Dabholkar,

Greetings from Meluha The Fern,

This is with reference to the Corporate Rates for Indian Institute of Technology Bombay. This contract is valid from January 5, 2023 to December 31, 2023

ROOM CATEGORY	CORPORATE RATES	
	SINGLE	DOUBLE
Winter Green Room	INR 10,500	INR 11,500
Fern Club Room	INR 12,500	INR 13,500
Hazel Suite	INR 14,500	INR 15,500
Fern Club Suite	INR 16,500	INR 17,500
TAXES	The above rates are exclusive of applicable taxes	
NOTE	The above rates are per room per night Rooms offered will be as per availability	

INCLUSIONS

1. Complimentary buffet breakfast at Tiara restaurant
2. Complimentary Wi-Fi in rooms
3. Two bottles of packaged drinking water replenished daily in rooms
4. Usage of in-room tea/coffee maker
5. Usage of swimming pool & fitness center for in-house guests only

ONE WAY AIRPORT TRANSFER CHARGES

1. International INR 1,300 plus taxes
2. Domestic INR 1,400 plus taxes

BUFFET CHARGES PER HEAD AT TIARA – For non-residential guests

1. Breakfast INR 649 plus taxes
2. Lunch INR 1,499 plus taxes
3. Dinner INR 1,699 plus taxes

For reservations, we can be reached at the following coordinates

ROOM RESERVATION		
Ms. Aditi Kharade	Mr. Gaurav Vanjari	Ms. Ujwala Sawant
Sales Manager	Associate – Director of Sales	Reservation Manager
M: +91 9664452481	M: +91 9664452487	
T: +91 22 25751312	T: +91 22 25755541	T: +91 22 25755555
E: aditi.kharade@meluhafernhotel.com	E: res@meluhafernhotel.com	E: res@meluhafernhotel.com

RESERVATION POLICY

1. The timings for check in & check out are 1400 hours and 1200 hours respectively.
2. Kindly provide us with the credit card details to guarantee the booking.
3. In case of a no show, 100% retention would be charged.
4. Should you require an early check in or a late check out, please make your request as soon as possible as it would be subject to availability. The charges for the same are mentioned below.

EARLY CHECK IN	LATE CHECK OUT	CHARGES
Before 0800 hours	After 1800 hours	Full day tariff with taxes
0800 hours – 1100 hours	1500 hours – 1800 hours	INR 5,000 plus taxes

BOOKING CONFIRMATION & CANCELLATION POLICY

1. The booking should be confirmed with a letter, fax or mail.
2. Booking confirmation would be on first come first serve basis.
3. In case of any addition or reduction in the number of rooms/guests against the guaranteed number of the same shall be charged for on the actual count.
4. In case of a no show for a FIT booking, 100% retention of one night will be charged.
5. In case of a no show for a group booking, 100% package value will be charged.
- 6. Cancellation / amendments in case of a FIT booking must be intimated 48 hours prior to the date of check in post which 100% retention of one night will be charged.**
- 7. Guests arriving to the hotel without a valid reservation as per the causes of this contract with the hotel shall be charged depending solely upon the discretion of the hotel.**

BILLING

1. All bookings shall be processed on direct payment. (One liner company Guarantee email / Credit card authorization form to be duly filled, Credit card details to be availed as part of guaranteed reservations).
2. Kindly intimate us at the time of reservation if the booking has to be billed to the company. Please be advised for any extension of credit, credit application form to be duly filled and further be vetted at

our finance's end and having complied, will extend BTC only to your entity .Do also provide GST details for correct invoicing .

PAYMENT POLICY

1. All payments are to be made by cheque / demand draft in favor of **Meluha The Fern**
2. In case of direct payment, at the time of check in the guest will have to deposit complete advance or have his/her credit card authorized covering room charges and incidentals and would only be charged at the time of check out.
3. In case the payment made in cash is or exceeds INR 50,000, it is mandatory for the guest to provide his/her original PAN Card at the reception.

TERMS & CONDITIONS

1. **The corporate rates are not applicable on festive, exhibition, Saaya and Convention dates. (Do check with us for the city wide sold out period dates prior booking as there are peak window blackout dates).**
2. Either party can cancel this contract with an advance notice of 30 days.
3. Reservation of rooms, conference halls & banquet halls are subject to availability.
4. In the event the hotel is unable to provide the contracted rooms, the hotel is not liable to make alternate arrangements in any other hotel of the same grade.
5. The timings for check in & check out are 1400 hours and 1200 hours respectively.
6. It is mandatory to provide a government recognized identification proof such as driving license/passport/voter's card, etc.
7. The government has introduced "No Smoking" legislation for hotels, restaurants and public places. Hence, smoking is prohibited in all parts of the hotel except for few designated rooms.
8. Venues for meetings, conferences, parties, etc. will be chargeable.
9. All other activities / facilities will be chargeable.
10. We do not permit outside food, liquor and beverages.
11. Liquor and tobacco will be chargeable.
12. Guests are prohibited from moving around in the unlit areas of the hotel.
13. Fireworks are not permitted in and around the hotel premises.
14. Pets are not permitted in the hotel.
15. Loading & unloading of good/items must be done at a location specified by the hotel.
16. Private vehicles are not allowed beyond the parking area.
17. The hotel will provide normal lighting for the event venue.
18. You & your guest (herein after collectively referred to as Patrons) shall use the facilities with due care and ensure that the same are not spoilt and/or damaged in any manner howsoever.
19. In the event of any damage being caused to any of the hotel facilities by the Patrons, the same shall be made good by the Patrons financially.
20. You hereby unconditionally authorize **Meluha The Fern** to directly adjust / deduct such an amount as the hotel may deem fit to make good of the loss / damage caused to facilities, furniture, fittings, equipment's, etc. by the Patrons from the amount of advance or any other amount paid by the Patron.
21. It is clarified that the aforesaid deduction from the advance or other amounts shall be without prejudice the rights and remedies of the hotel under law.
22. In the event of the advance amount or other amounts paid by you is insufficient to make good of the loss / damage suffered by the hotel, you shall be liable to pay such further amount as may be required to meet the deficiency.
23. You shall indemnify and keep the hotel fully indemnified and hold harmless from and all losses, liabilities, damages, demands, claims, actions, judgments, penalties, and other costs or expenses incurred or suffered by the hotel (including, without limitation, reasonable attorney fees and expenses) based upon, arising out of, or in relation to use of the facilities by the Patrons.
24. The Patrons shall strictly adhere to the safety measures prescribed by the hotel from time to time and use appropriate safety equipment articles.

25. These terms and conditions are in addition to and not in derogation of the terms, conditions and rules as may be prescribed by the hotel from time to time with respect to user of each of the facilities.

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CONTRACT ACCEPTANCE	
MELUHA THE FERN – AN ECOTEL HOTEL	INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Mr. Gaurav Vanjari	Dr. N.S. Dabholkar
Associate Director – Sales & Marketing	Chief Manager(SG) - Hospitality
M: +91 9664452487	M: +91 9833118940
E: gaurav.vanjari@meluhafernhotel.com	E: dabholkar@iitb.ac.in
T: +91 22 42611111 F: +91 22 25755566	T: +91 2225768940 F: +91 22 25723480