



Booking Confirmation Details

Advance Payment Receipt No: _____ Date of Booking: ___/___/_____

Host Name: _____

Address: _____

Contact Nos.: _____ E-mail Id: _____

Event Date: ___/___/_____ Day: _____

Event Type: _____ Venue: _____

Event Session: _____ Timing: _____

Nos of Pax: _____ Alt. Contact No.: _____

Member Name: _____ NSCI Membership No.: _____

❖ BOOKING DEPOSIT AND CONFIRMATION.

THE ROYAL HALLS RENT:

- THE CROWN HALL: In case the guest requires THE CROWN HALL, there would be a Hall Rent of Rs. 125000 + Taxes per session.
- THE TIARA HALL: In case the guest requires THE TIARA HALL, there would be a Hall rent of Rs. 125000 + Taxes per session.

❖ For Exhibition / Events / Fashion Shows / Conferences (without F&B Events):

- Per hall for the Whole Day - 10 Lakhs + Taxes
- Per hall for Half Day - 6 Lakhs + Taxes

❖ **Lunch/ Hi tea or Dinner Function Timings:**

- Lunch - 9:00 AM to 3:00 PM.
- Hi-Tea - 4:00 PM to 6:00 PM.
- Dinner - 7:00 PM to 12:30 AM.

- In case of requirement of venue prior or later than the mentioned time slots, additional charges would be applicable. For the lunch session, the option to extend timing will be exercised only if there is no booking for the dinner session in the same halls space.

- In case of the function extending post 1:00am which is permissible, there would be an additional extra hour charge of Rs.15000/-+ taxes per additional hour.

❖ **MINIMUM GUARANTEED ATTENDANCE**

- Nov. to March – 350 people for Dinner and 300 people for Lunch (per session, per hall)
- Rest of the year - 300 People Dinner and 200 people for Lunch (per session, per hall)

❖ **TERMS & CONDITIONS**

- Keeping in mind the multiple requests for dates, kindly note that the venue is allocated on a first confirmation basis.
- The Royal Halls will not be able to confirm or block the date until receipt of the deposits.
- Any tentative booking would be noted for period of 48hrs, after which The Royal Hall reserves the right to release the same and confirm the next booking without intimation.
- To confirm the booking, kindly pay hall rental amount in favour of “PLAN SMART EVENTS AND HOSPITALITY SERVICES LLP” and return a signed acknowledgment of our offer, Halls Information Guide and Terms & conditions document, failing which The Royal Halls reserves the right to utilize the venue for another confirmed inquiry.
- **A COPY OF THE PAN CARD AND ADDRESS PROOF ARE MANDATORY AT THE TIME OF CONFIRMATION OF THE BOOKING.**

❖ **PAYMENT SCHEDULE & TERMS**

- Please note that the hall rental is non-refundable in case of cancellation and cannot be adjusted against any function of any other day. NSCI member and their family can avail a catering discount of 25% on printed menu price. The member must present card details along with details of the function & the payment has to be done by the member only.
- As per the Income Tax Regulations, for all payments of 25000/- and above in cash, and any cash or credit card payments of 200000/-and above, a PAN Card copy would be required.

❖ **MUSIC, PERFORMANCE, FOOD & BEVERAGE SERVICES AND DECORATION**

- For your DJ requirements, we would take care of all your requirements, and this would be chargeable from Rs. 15000/- plus taxes onwards. (Outside DJ is not permitted)
- For any live music and music performances or performers, it would be a royalty of 15000/ - plus taxes. The Royal Halls can help recommend different options in required. Please note the music can be played as per official government and police laid rules.
- The Royal Halls would be permitted to monitor the volume of music and if required reduce or stop the music in case of any complaints from residents or local authorities.

- For your catering requirements, we have a panel of caterers whom you can reach out to fulfil all your food requirements.
- For your decoration requirements, we have a panel of decorators whom you can reach out to take care of all your requirements.
- The Royal Halls will not be held responsible for any electricity failures from the electricity provider. However, The Royal Halls, will take all steps to tray and restore power as soon as possible. In case of any special additional electricity requirements above 8kw or specific generator requirements by the guest, those would be chargeable as applicable.
- The Event Host would be responsible for any special licenses /permissions that would be required specifically, for the above or any other aspects of the function.
- The Royal Halls Management will provide Valets as an additional service; however, all parking will be entirely at owner's risk. Each Valet would be charge at Rs. 800 plus taxes.
- Parking Charges – Rs.5000 for 100 cars. Refundable Security Deposit of Rs 1 Lac (to be paid 5 days before the event)

❖ **LIQUOR – CHARGES AS APPLICABLE:**

- Duty Free Liquor is not allowed for consumption during your function on our premises.
- All alcohol should be purchased from The Royal Halls only.
- Host will take all necessary permissions to serve liquor like one day permit and individual guest liquor permit.
- Host will take all necessary permissions to serve liquor like One Day permit and individual Guest Liquor permit.
- The Original Liquor Bill should have One Day Liquor Permit License name & number.

❖ **NOTE:**

- It is the event host's responsibility to ensure that the halls hall is left after the function in the same condition as was handed over prior to the function.
- The use of helium / gas balloons, any flammable material, use of any sticking tape, nails, pins, etc. on the walls or panels in the halls is not permitted. The Halls will reserve the right to remove anything that may run the risk of damaging the hall.
- At the end of the function after the hall has been cleared, the Halls Manager/ Senior Captain will inspect the hall along with a representative of the event host to check for any damage.
- The Royal Halls must be clear of all debris. In the event of any damage to the hall, accessories within or any other Halls property / article, it will have to be paid by the event host.
- As per our policy, all food and beverages items served by the Halls are to be consumed in the halls itself. Leftover food cannot be taken of the buffet or taken for consumption outside the venue. The client may not bring outside food and beverage to the event.
- The Royal Halls is not liable for any loss of belongings / personal effects with regard to either the Host and / or their invitees during any function held in halls.
- Any external vendors/contractor for services not offered by The Royal Halls. Such vendors shall adhere to the terms and condition of The Royal Halls and be subject to approval by the The Royal Halls. Any damage by any external vendor/contractor would be the responsible of the Event Host.

❖ **MEMBER DISCOUNT POLICY:**

- We are pleased to offer catering discount of twenty five percent (25%) for NSCI members, in relation to the pricing of the menu. However, the discount can be availed only for personal function organised, hosted and paid by a NSCI member with valid membership card for himself/herself or his/her spouse, son and/or daughter holding the Membership Card, as the case may be. It is hereby clarified that the aforesaid discount shall not be applicable to a Guest of NSCI Member , in the event such Guest/Member is organising, hosting or paying for a Function organised in the Banquet Hall/s for any person other than himself/herself or his/her spouse, son and/or daughter as aforementioned.
- Further, the above-mentioned discount shall be given on the printed rack rate with the caterers only. Discount will not be applicable for any value additions to the printed rack menu rate. The aforesaid discount shall not be available/applicable to a Member of NSCI, IN CASE Member is organizing, hosting or paying for events/ functions etc

❖ **Exhibitions**

- The Royal Halls Banquets reserves the right to turn down Exhibitions open to general public.
- Exhibition stalls selling consumables and processed food and beverages are not permitted.
- All service entrances need to be free from obstructions for emergency passage
- Exhibition layout needs prior approval and is subject to alternation by the Banquet Manager.
- Organizer must procure and submit NOC from Traffic Police Dept. & MCGM for seven days prior to the event.
- A wall to wall carpet/ thick tarpaulin needs to be placed over the banquets marble flooring prior to commencing any work.
- All equipment needs to be carted in through entrance as specified by banquet manager. Timings for arrival of goods must be confirmed to the hall management. Banquet will not be responsible for providing storage for empty cartons, left over goods etc. or parking for heavy vehicle
- Client needs to organize their own labor for manual jobs such as shifting of materials etc.
- All print and publicity material using the banquet name or logo needs prior approval from the banquet's Marketing and sales Department and General Manager Banquets.
- Consumption of food and beverages from outside is not permitted within banquet premises

❖ **Preventing Damage and Property Insurance Issues**

- The hanging of banners, posters or any other object by using nails, thumb pins, tape or by any other means is not permitted. Freestanding-framed banners shall be permitted.

- All display material within the hall area requires approval of The Royal Halls.
- No banner, poster or signage is permitted in any public areas or around the periphery of the banquet.
- The client is liable for any damage caused to The Royal Halls property or equipment by the client or contractor of the client or the client's guests attending the event.
- The Royal Halls is not liable for any loss or damage to property left within the banquet premises before or after the event.
- Valet Service: Owner of the vehicle has the option not to use a valet, if used valet parking of the vehicle will be entirely at the owner's risk. By opting to utilize this gratuitous gesture the owner acknowledges and admits that the valet service is purely gratuitous and optional and that he/she is fully aware that The Royal Halls is not in any manner liable or responsible for any loss or damage of whatsoever nature that the owner may suffer arising from any loss or damage to the owners vehicle or to things attached to it or stored therein whilst parked or whilst in the process of being parked at any available public place by the valet. The owner agrees and accepts that he/she alone is liable and responsible for any such loss or damage, if any. The owner further agrees not to claim any compensation whatsoever from the company for any damage suffered in this respect.

❖ **RIGHTS OF ADMISSION RESERVED:**

- It is agreed between the parties that all questions, differences and dispute arising between the parties here to relating to any matter under or touching this contract, its performance, breach or termination, including interpretation of any clause there in shall be settled by arbitration. The decision of the arbitrator shall be final and binding on all the parties. All arbitration proceedings shall be conducted at Mumbai as per the provision of the arbitration and conciliation act, 1996. The court in Mumbai alone shall have jurisdiction.

❖ **FORCE MAJEURE:**

- The performance of this agreement is subject to termination without liability upon the occurrence of any circumstances beyond the control of either party such as acts of god, war, government regulation, disasters, civil disorders, strikes (except those involving the employees or agents of the parties seeking protection of this clause) or curtailment of transportation facilities to the extent that such circumstances make it illegal or impossible to provide or use Halls facilities. The ability to terminate this agreement without liability pursuant to this paragraph is conditional upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical; but in no event later than ten (10) days after learning of such basis. The guest agrees that if the event is cancelled due to Force Majeure they will rebook in future (within 3 months) as per availability. The Hall Rent for the rebooking option will be as per our rates applicable for that period.
- The event host agrees herewith, to have read all the above terms and conditions spelt out by The Royal Halls and agree to comply fully with the same.

ADDITIONAL INFORMATION

The Royal Halls Sales / Coordinator:

Subhash Bhanage - 7021431066

Email id: subhash.bhanage@theroyalhalls.in

Priyank Sancheti – 9833971230

Email id: sales@theroyalhalls.in

Caterer Panel Details:

Chetak Caterers & Hospitality LLP

Vinit Mody - 9821620472

Email id: info@chetakworld.com

Vishal Dhulla - 9867918291

Email id: info@chetakworld.com

Krishna Kawa - 9870203907

Email id: info@chetakworld.com

Pavitra Exclusive Vegetarian Catering

Pallavi Shinde - 8879773326

Email id: pallavi.shinde@pavitracatering.com

Jignesh Pancholi - 8291103358

Email id: catering@pavitracatering.com

Decoration Panel:

Samani Decorators

Ronak Shah: 9082611186 / 9819285358

Email id: ronak.samanidecorators@gmail.com

Pyramid Events:

Nikita Ahire: 9769979583

Email id: nikita.pyramidevents@gmail.com

Audio Visual Equipment

Hitachi overhead projector with screen size 10' x 11' @Rs.5000/- + Taxes

Cordless Microphone Rs.1500/- +Taxes

DJ with Console Equipment Rs.15,000/- + Taxes

DJ Lights (strobe light / Scanner / Power Cams / Laser Rs.10,000/- +Taxes)

Any additional Audio / Visual Equipment required outside the above list will have to be outsourced from an empanelled approved third-party vendor.

The Royal Halls.

C-Gate 1st Floor, National Sports Club of India, Lala Lajpat Rai Marg, Worli Mumbai-400018.

Mobile No: 7021431066 | Telephone | (022) | sales@theroyalhalls.in

Register office- The Plan Smart Events & Hospitality Services LLP.

201, Vainganga, Sir Pochkhanwala Road, Worli, Mumbai-400018.

We look forward to delivering a truly memorable and special event for you and assure you our very best at all times for your special function.

I hereby Confirm that I have read, understood and agree to the terms & Conditions mentioned above.

DATE: _____

(HOST'S SIGNATURE)

Guest Name: _____

Mobile No: _____

Regards,

Authorized Signatory,
The Royal Halls.

The Royal Halls.

C-Gate 1st Floor, National Sports Club of India, Lala Lajpat Rai Marg, Worli Mumbai-400018.

Mobile No: 7021431066 | Telephone | (022) | sales@theroyalhalls.in

Register office- The Plan Smart Events & Hospitality Services LLP.

201, Vainganga, Sir Pochkhanwala Road, Worli, Mumbai-400018.

