

ORDER FORM

Name of Party/Person: _____

Address: _____

Phone: _____

Type of Event:

- a. Birthday _____
- b. Engagement _____
- c. Wedding _____
- d. Reception _____
- e. Exhibition _____

Date of Event: _____

Time: _____

Choice of Hotels

- a. Hotels Mountview _____
- b. Hotels Shivalikview _____
- c. Hotels Parkview _____

Choice of Venue: _____

Guaranteed no. of Guests: _____

Expected No. of Guests: _____

Choice of Menu

- I. Vegetarian _____
- II. Non-Vegetarian _____

GUIDELINES FOR EXHIBITION

1. An advance amount equivalent to one day's rental of the Banquet Hall inclusive of the taxes, required to be deposited to block the venue for Exhibition and the balance payment for the day of the Exhibition required to be deposited within one week prior to the date of Exhibition through credit card/ demand Draft/Cash.
2. The venue shall be handed over by the Hotel during early hours of the day of Exhibition. If the guest likes to avail the banquet hall facilities prior to the exhibition for preparation to pay retention charges for the venues.
3. The venue shall be vacated/cleared within 2-3 hours after closing time of the exhibition but latest by 2400 hour of the last day.
4. Exhibitor/Organiser shall arrange underliner/ carpet at his cost to be laid out on the banquet carpet to avoid damages to Hotel Properly.
5. There shall be no Sales counter outside banquet hall except for Welcome/Registration desk.
6. Hotel does not own the responsibility for any disruption of air-conditioning, which may be due to electricity failure or for some other technical problems beyond our control. However, only minimum fixed illumination of banquet hall in case of electricity breakdown shall be provided from the Hotel Generator, Additional lighting load, if required shall be communicate in advance. Exhibitor/Organiser shall have to arrange noise free generator/Invertors at his own cost.
7. The Exhibitors/Organisers will not have any eatables for sale in their stalls.

8. Hotel will provide 70-80 chairs for Exhibitors/ Organisers inside banquet hall, if requested.
9. One complimentary standard room only shall be provided for each day of Exhibition to the organiser.
10. Hotel reserves the right to use/rent out the open venues adjacent to banquet hall to any other customer for their functions which are not hired by the Organiser.
11. All statutory such as administrative permissions, Vat form no:11 and permissions from Excise & Taxation department for holding exhibitions will be met with by the Exhibitor/ Organiser before 03 days from the start of exhibition. Copy of the permission/Form no. 11 will be given to Banquet Manager.
12. The exhibitor will make his own Insurance and security arrangement. Hotel will have no liability whatsoever for safe keeping of the property of the exhibitors.
13. No nailing/sticking of posters/banners etc on the walls of the Banquet Hall, Boundary wall and other areas adjoining the Banquet hall is permitted.
14. Damage to the Hotel property, if any, will be made good by the Exhibitor/Organiser.
15. Hotel porch will not be used for unloading/loading of equipments/display material, cartons etc. Instead all the Exhibitor's/Organiser's material would come and go through security entrance, at the basement.
16. The parking side door would be used as an Emergency Exit and would not be blocked/closed for any other purpose.
17. There shall be no temporary open wires left to avoid any miss happening.
18. The timings of Exhibition shall be 10.00am. to 8.00pm.

19. Exhibitors and visitors to Exhibition shall use Wash Room adjoining Banquet Hall only and thus the entrance to Wash Room should not be blocked at all.
20. In case of cancellation, refund will be processed as per hotel Policy.
21. Fire safety certificate from Municipal Corporation, Chandigarh is required.