

GENERAL TERMS AND CONDITIONS

Authorized Signature:

The Client confirms to the Hotel that the person signing the contract has authority to sign such an agreement.

Confirmation of Bookings:

Confirmation of the booking must be made by signing the Contract within the period specified by the Hotel and a deposit as estimated by the Hotel is to be paid. Balance of the payment must be done as discussed in the letter of confirmation.

Payment Details:

The Hotel reserves the right to request for deposits which are payable with the duly signed contract, for and on behalf of the Client. **Deposits are non-refundable and non-transferable.**

Guaranteed Numbers:

Total number of attendees must be confirmed at least 72 hours prior to the function. The amount payable by the client shall be calculated on this final number or the number actually attending, whichever is greater. The Client will be liable for charges on at least the guaranteed number of attendees. For operational purposes, the maximum attendance may be restricted to an excess of 10% over guaranteed numbers.

Cancellation Policy:

Should the Client cancel the booking, a charge may be made equivalent to any loss suffered by the Hotel as explained,

PERIOD OF NOTICE	CHARGE
More than 15 days but less than 30 days prior to the date of function	20%
More than 48 hours but less than 15 days prior to the date of the function	50%
Less than 48 hours but more than 24 hours to the date of the function	75%
Less than 24 hours prior to the function	100 %

Percentage indicated above are calculated on the total booked value of the function

Rules during Set-up

- All material must move in and out of the Hotel only through areas allocated for them.
- All set up done inside the banqueting room must have underlays and that no equipment will be permitted to lay on the carpet directly.
- There will be no nailing, sawing or painting inside the room and all structures may be done outside the room and only the final assembly inside the room.
- No Pasting, pinning or tying of banners or other promotional material may be permitted inside the premises of the Hotel.
- All Equipments must be removed from the Hotel immediately after the event.

Personal and Client Property Safety / Liability:

- The Client assumes responsibility for any and all damages caused by them or any of their guests, whether in the function room or in any other part of the Hotel.
- The Hotel accepts no liability for any loss or damage to property owned or in the custody of the Client or their guests while that property is on the premises at the Hotel, while every care will be taken to prevent any kind of loss.

I hope that the above is in line with your requirements. However, should you require any additional assistance, please do not hesitate to contact us.

Thank you, once again for considering **Grand Continent Chennai** to cater to your event and needless to add, we shall leave no stone unturned to ensure its grand success.

For and on behalf of

Grand Continent Chennai

L. Thirunavukkarasu
Events & Catering Manager