



# HOTEL & RESTAURANT ASSOCIATION OF EASTERN INDIA

## APPLICATION FORM FOR MEMBERSHIP FOR HOTELS

We wish to enrol our establishment as a Member of the Hotel & Restaurant Association of Eastern India.

We are enclosing our Cheque / Demand Draft drawn in favour of **Hotel & Restaurant Association of Eastern India** covering the applicable charges.

Name of Hotel \_\_\_\_\_ Year of Establishment \_\_\_\_\_  
(Opening) \_\_\_\_\_

Ownership: (Name of the Company/firm): \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Pin Code \_\_\_\_\_ State: \_\_\_\_\_

Telephone : [STD Code \_\_\_\_\_ ] \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Name of Authorised Signatory: \_\_\_\_\_ Designation: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of General Manager / Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Goods and Services Tax (GST) No. \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

\* Proposer Name \_\_\_\_\_ Designation \_\_\_\_\_

Establishment \_\_\_\_\_ Membership No. \_\_\_\_\_

Signature with stamp \_\_\_\_\_

\* Seconder Name \_\_\_\_\_ Designation \_\_\_\_\_

Establishment \_\_\_\_\_ Membership No. \_\_\_\_\_

Signature with stamp \_\_\_\_\_

### CHECK NOTE:- FOR OFFICE USE ONLY

Proposed  Seconded  Recommendation  Licenses  Authorized Signatory Form  Data Fact Sheet Form

Approval in the MC Meeting dated \_\_\_\_\_ Membership No. \_\_\_\_\_



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## PARTICULARS OF HOTEL

Name & Address of Hotel \_\_\_\_\_

Distance from Airport \_\_\_\_\_ Railway Station \_\_\_\_\_

Is there a provision for Liquor bar \_\_\_\_\_

Staff Strength \_\_\_\_\_

Please attach the following:

1. Licence from competent authority to operate a hotel approval like MCD/Nagar Palika etc
2. Police/District Magistrate NOC
3. Govt. Approval, if any
4. Fire NOC
5. FSSAI License/ Health License
6. Profile of hotel with brochure
7. Tariff Card
8. Any other relevant details

Is the hotel classified by Ministry of Tourism, Govt. of India ? Yes/No.

Star Category \_\_\_\_\_

Total Numbers of Rooms \_\_\_\_\_

| Details         | Single | Double | Suite |
|-----------------|--------|--------|-------|
| Air-conditioned | _____  | _____  | _____ |
| Non-conditioned | _____  | _____  | _____ |

### FACILITIES [PLEASE TICK]

- Restaurant  Bar  Conference/Banquet  Business Centre
- Swimming pool  Credit Card acceptance  Gymnasium/Heath club
- Spa  STP  Solar Water Heating

(Please attach photographs)



# HOTEL & RESTAURANT ASSOCIATION OF EASTERN INDIA

## CRITERIA FOR HOTELS FOR MEMBERSHIP OF HRAEI

### HOTELS

#### (i) Licenses

Should be holding a proper Trade License issued by the Corporation/Municipality for running a hotel along with a Excise License where alcoholic beverages are served.

#### (ii) Room & Bathroom size

Minimum size of rooms : Single – 100 Sqft. Double – 120 Sqft.  
Minimum Bathroom size :30 Sqft.

#### (iii) General Features

The general construction of the building should be good and the locality and environs including immediate approach should be suitable. The hotel should have at least 10 bedrooms all with attached bathrooms. In the case of Heritage Hotels, the 50% of the number of rooms should have attached bathrooms. At least 25% of the bathrooms should have western style WCs. All bathrooms should have modern sanitation and running cold water with adequate supply of hot water, soap and toilet paper. The rooms should be properly ventilated and should have clean and comfortable furniture.

#### (iv) Facilities

There should be a reception counter. There should be a clean and modern toilet well equipped dining room/restaurant serving clean wholesome food and well equipped kitchen and pantry.

#### (v) Service

There should be experienced, courteous and efficient staff in smart and clean uniforms and the senior staff coming in contact with guests should possess a working knowledge of English. Housekeeping at the hotel should be of a good standard. Clean and good quality linen, blankets, towels, etc. should be supplied. Similarly, crockery, cutlery and glassware should be of good quality.

### **Membership Fees**

| Category: Hotel  | Entrance Fee (One Time) | Annual Subscription | Legal Fund @ 20% | Total    | GST @18% | Total    |
|------------------|-------------------------|---------------------|------------------|----------|----------|----------|
| 10 to 30 Rooms   | 3000.00                 | 5000.00             | 1000.00          | 9000.00  | 1620.00  | 10620.00 |
| 31 to 60 Rooms   | 3000.00                 | 7500.00             | 1500.00          | 12000.00 | 2160.00  | 14160.00 |
| 61 to 100 Rooms  | 3000.00                 | 10000.00            | 2000.00          | 15000.00 | 2700.00  | 17700.00 |
| 100 to 150 Rooms | 3000.00                 | 13000.00            | 2600.00          | 18600.00 | 3348.00  | 21948.00 |
| 151 and above    | 3000.00                 | 16000.00            | 3200.00          | 22200.00 | 3996.00  | 26196.00 |



# HOTEL & RESTAURANT ASSOCIATION OF EASTERN INDIA

## NOMINATION FORM FOR 20% HRAEI DISCOUNT CARD APPLICABLE ON FOOD, BEVERAGES, LIQUOR AND ACCOMODATION

Membership No: \_\_\_\_\_

Name of Hotel: \_\_\_\_\_

Address: \_\_\_\_\_

Nominee: 1



PLEASE WRITE IN CAPITAL LETTERS ONLY

Name \_\_\_\_\_

Designation \_\_\_\_\_

Nominee: 2



PLEASE WRITE IN CAPITAL LETTERS ONLY

Name \_\_\_\_\_

Designation \_\_\_\_\_

Signature of person authorizing the cards:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Rubber Stamp of  
Hotel**