



#3,"E" ROAD, KOYAMBEDU, CHENNAI - 600 107 | TEL : +91 44 237 90066 | + 91 95001 25090 | + 91 98409 35141
reservations@hotelroyalplaza.in | www.hotelroyalplaza.in

TYPE OF FUNCTION :

VENUE :

DATE OF FUNCTION :

GUARANTEED PAX :

FUNCTION TIME :

FOOD TIME :

RATE PER PERSON :

SEATING :

NAME :

CONTACT NO :

Terms and Conditions :

1. I agree to abide by the rules of the Hotel
2. The Hotel is not responsible for the safety of any valuable left in the banquet hall
3. **Only Plate Count. No Head Count**
4. I accept the above details & agree to pay either the number guaranteed or the actual plate count - whichever is higher.
5. Regardless of billing instruction I am liable to pay the outstanding dues against the banquet pending bills if any.
6. **Menu and Guaranteed No.of person amount, should be paid one week before the function**
7. Any change in the menu rate will get changed accordingly.
8. In case of Guest turnout less than the guaranteed pax, No packed / Parcel food will be given.
9. Incase of Guest turnout more than the guaranteed pax, Menu will be as per the choice of chef and it will not imply any change in the rate fixed for the party.
10. **You are advised to keep one of your volunteers for the plate counting during functions.**
11. Children below 5 years complimentary for buffet only and not for Leaf Service.
12. Out side Decorators not allowed
13. Out side food not allowed
14. **Any cancellation NO REFUND WILL BE GIVEN**



GUEST SIGNATURE

BANQUET MANAGER