



ALL ABOUT US

HOTEL AND RESTAURANT ASSOCIATION (WESTERN INDIA)

4, Candy House, Mandlik Road, Mumbai 400 001. Web: <http://www.hrawl.net>
E-mail: info@hrawi.com Tel.: 2202 4076 / 2283 1624 / 2281 9773 Fax : 2202 3515

Incorporation :

The Hotel and Restaurant Association (Western India) was incorporated on 3rd February 1951 as a Company limited by guarantee and not having share capital. The primary objective of the Association is to serve the interest of the hotel and restaurant industry. The Association over the last several years have taken major effective steps to encourage, promote and protect the interest of member establishments. It has been rendering professional advice and assistance from time to time to all its members, on topics of current interest.

Territorial Jurisdiction:

The Association admits and assists members operating in the Western India Region viz. in the States of Maharashtra, Gujarat, Goa, Chhattishgarh, Madhya Pradesh and the Union territories of Daman, Diu and Dadra & Nagar - Haveli.

The Scope of Service :

The Association renders assistance during promotion and operation of any hotel and/or restaurant. The Secretariat of the Association manned by professionals & equipped with facilities required by the industry, provides to the members, information on various aspects such as applicability of laws, tax matters, labour, liaison with tourism department, foreign exchange and import licensing etc. The Association issues from time to time circulars clarifying matters concerning the hotel and restaurant industry and brings out a monthly bulletin **NEW & VIEWS**. It holds periodical meetings on subjects of topical interest to the industry and convenes Regional and National conventions to deliberate upon matters affecting the industry. It has introduced a **15% Regional Fraternity Card** Scheme in collaboration with HDFC Bank whereby all functional Hotel and Restaurant members will avail credit - cum - discount card facility.

Categories of Membership :

The Association admits members under the following categories as per set criteria :

- | | | |
|-----------------------|-----------------------|----------------------|
| 1) Hotel Members | 2) Restaurant Members | 3) Associate members |
| 4) Affiliated Members | 5) Honorary Members | |

Admission to the membership of the Association is solely at the discretion of the Managing Committee.

Accounting year :

The year of the Association begins on 1st April every year, but members admitted in February / March, get the membership till end of next financial year.

Managing Committee :

The Managing Committee consists of 18 members out of which 12 are elected by the Hotel members, while 6 are elected by restaurant members. The Managing Committee amongst itself, elects every year six office-bearers viz. the President, two Vice-Presidents, Honorary and Jt. Honorary secretary and the Honorary Treasurer. In addition, the Association also has a President of Honour in **Dr. Ajit B. Kerkar** and the past Presidents are ex-officio members of the Committee. It also invites three special invitees and co-opts three prominent persons on the committee. An Advisory Council comprising of past Presidents has been constituted and it recommends two of its members, as nominees on the Managing Committee.

The Managing Committee constitutes several Sub-Committees on yearly basis:

Affiliation :

The Association is affiliated to FHRAI which is the apex body of hotel and restaurant industry in India and through it to International Hotel & Restaurant Association. It is also affiliated to the FICCI, CII, Indian Merchants' Chamber, Maharashtra Chamber of Commerce, Industry & Agriculture, Maharashtra and others. Economic Development Council, Federation of Associations of Maharashtra & others. Through these affiliations, the Association gathers useful information on the industry and makes representation on behalf of the industry thru the good offices of these apex bodies.

How does the Association serve you ?

The Association with its liaison with the local, State and Central Government and allied agencies, acts as an effective link between the different segments of the tourism industry for achieving common objectives.

The Association conducts craft oriented programmes, activities and recommends implementation of conclusions/resolutions reached at seminars and conventions to the appropriate authority.

The Association conducts studies and sends out informative circulars on various aspects of the industry which are appreciated by one and all. It also publishes its own monthly Bulletin - NEWS & VIEWS.

The Association provides detailed analysis and guidance in respect of policies and procedures affecting the industry.

The Association has a continued dialogue with various authorities for arriving at solutions on various practical problems which surface during the operation of hotels and restaurants.

The Association provides a platform to all the Associate members to establish gainful business relationships with hotels and restaurants

The Association acts as an apex body for various city and regional Associations, Hotel Management Institutes and Craft Centres, for achievement of common objectives for professional growth of the industry.

The Association participates actively in classification and approval scheme implemented by Central/State Governments.

The Association believes in :

Creating a sense of unity and fostering a spirit of co-operation and Professional Brotherhood

Upholding a strict code of conduct which ensures fair trade practices.

Identifying problems of the members and finding solutions to overcome their difficulties.

Maintaining liaison on member's behalf with different authorities and agencies to improve public relation and the image of the Hospitality Industry.

Making proper representations to the various authorities to voice the feelings of the members and seek redress against such grievances.

Arranging meetings, seminars and conventions to provide a forum for exchange of ideas and information.

Rendering legal assistance to safeguard the interest of members seeking clarifications and proper interpretation of new statutes, rules, regulations and conditions imposed on Trade and profession.

Assuring favourable public opinion through publication of brochures and by contributing articles and vital statistics of the industry in News-papers and magazines and by utilising all available publicity media, about the Industry's role in the National economy and its contribution in the discharge of it's Social obligations.

Co-operating with the State and Central Government for promoting tourism, both foreign and domestic, and safeguarding the interest of the hotel and restaurant industry.

Maintaining fair standards of customer service, observing professional ethics and by providing guidance to the Consumers against unscrupulous operators.

NOW YOU KNOW WHY YOU SHOULD BECOME OUR MEMBER !



SUBSCRIPTION STRUCTURE

Annual Fees for 2010 - 2011

Category of Membership	In Mumbai				Outside Mumbai				Entrance Fees One Time
	Subscription	Legal Fund	D.J.Fund	Total	Subscription	Legal Fund	D.J.Fund	Total	
Hotels:									
Up to 30 rooms	2,000	1,000	1,000	4,000	1,500	1,000	1,000	3,500	10,000
31 - 60 rooms	3,000	1,200	1,500	5,700	2,000	1,000	1,000	4,000	10,000
61 - 100 rooms	7,500	3,000	3,750	14,250	4,000	1,600	2,000	7,600	15,000
100 - 150 rooms	12,500	5,000	6,250	23,750	7,500	3,000	3,750	14,250	15,000
150 + rooms	17,500	7,000	8,750	33,250	12,500	5,000	6,250	23,750	15,000
Restaurants:									
Up to 50 seats	2,000	1,000	1,000	4,000	1,500	1,000	1,000	3,500	7,500
51 - 100 seats	3,000	1,200	1,500	5,700	2,000	1,000	1,000	4,000	10,000
101 - 200 seats	5,000	2,000	2,500	9,500	3,000	1,200	1,500	5,700	10,000
201 + seats	7,500	3,000	3,750	14,250	5,000	2,000	2,500	9,500	10,000
Associate:	3,000	1,200	1,500	5,700	2,000	1,000	1,000	4,000	7,500
Affiliated:	3,000	1,200	1,500	5,700	2,000	1,000	1,000	4,000	5000 7,500



HOTEL AND RESTAURANT ASSOCIATION (WESTERN INDIA)

Secretariat

4, Candy House, Mandlik Road, Mumbai 400 001. Web: <http://www.hrawl.net>
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The President
Hotel and Restaurant Association (Western India),
Mumbai.

APPLICATION FOR HOTEL MEMBERSHIP

We would like to apply for "Hotel" Membership of Hotel and Restaurant Association (Western India), and submit herewith the particulars of our establishment.

1. Name of Hotel _____ Year of Establishment (Opening) _____

2. Address of Establishment: _____

Pin Code

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Telephone Nos.: _____ Fax No. _____

E-mail _____ Website _____

3. Registered Office of the Company/Firm _____

4. Name & Address for Representative _____

Telephone Nos.: _____ Fax No. _____

E-mail _____ Website _____

5. We enclose Cheque/Demand Draft No. _____ Dated _____ for Rs. _____
being the initial membership subscription amount payable.

6. We shall be pleased to participate in the HRA (WI) Regional Fraternity Card Scheme on a reciprocal basis and nominate
(i) Mr./Mrs./Ms. _____ Designation _____
(ii) Mr./Mrs./Ms. _____ Designation _____
as our representative to avail the card and send two postal stamp size photographs with the name written on the reverse. The nominees are actively involved in our Hotel operations.

7. We attach copies of Licences held, a few photographs of our Hotel (Rooms, Kitchen, Cleaning area.) Traff and Menu Card and a copy of Partnership Deed/Articles of Association / List of Partners / Directors.

8. We shall be thankful if the application is placed before the managing Committee of the Association for approval and look forward to receiving your acceptance of the same.

9. Reason for joining & expectations: _____

10. We agree to abide by the Rules and Regulations of the Association in force from time to time

Yours Faithfully,

Place : _____

Dated : _____

Signature of the representative (with Rubber Stamp)

Encl.: As per (5), (6) & (7) above

Name : _____
(in Block Letters)

Designation : _____

Proposed by : Mr./Ms. _____ of Hotel _____ Signature _____

Seconded by : Mr./Ms. _____ of Hotel _____ Signature _____

PROFILE OF HOTEL

- 1) Access : (Mention in Kms.) From Airport : From Railway Station :
- 2) Ownership: Proprietorship / Partnership / Company / Others _____
- 3) **Name of Key Executives :**
- | | <u>Name</u> | <u>Designation</u> |
|------|-------------|--------------------|
| i) | _____ | _____ |
| ii) | _____ | _____ |
| iii) | _____ | _____ |
| iv) | _____ | _____ |
- 4) Annual Gross Turnover of Hotel for the last two financial Years. (Rs. in Lacs)
- | <u>Year</u> | <u>Room</u> | <u>F & B</u> | <u>Others</u> | <u>TOTAL</u> | <u>Forex Earning</u> |
|-------------|-------------|------------------|---------------|--------------|----------------------|
| | | | | | |
-
- 5) Capital Investment in the Hotel Rs. _____ Lacs.
- 6) Is the Hotel classified by the Ministry of Tourism, Government of India ? Yes / No Star Category(*)
- 7) Name of Franchisee, if any _____
- 8) Area (Sq. Mtrs.) Plot Building
- 9) Status : Owned Management Contract Rental
10. No. of Rooms : Total Single Double Suites Multiple
- | | | | | | |
|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| of these Air-Conditioned | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Non Air-Conditioned | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
11. Tariff (Rs.) :
12. Indicate number of rooms with attached bath
13. No of Banquet Halls Minimum Capacity Maximum Capacity :
14. No of Restaurants Permit Room
- | | |
|---|---|
| Minimum Seating Capacity <input type="text"/> | Maximum Seating Capacity <input type="text"/> |
|---|---|
15. Cuisine :
- | | | | |
|------------------------------|---------------------------------|-------------------------------------|----------------------------------|
| Indian <input type="text"/> | Thai <input type="text"/> | Italian <input type="text"/> | Continental <input type="text"/> |
| Chinese <input type="text"/> | Vegetarian <input type="text"/> | Our Speciality <input type="text"/> | |
16. Minimum Menu Rate Rs. Maximum Menu Rate : Rs.

17) Membership of National & International Associations.

- 1) _____
 2) _____

18. Licence held: 1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

19. Room facilities provided:

Entertainment - Live / recorded Music / Cable T.V. Outdoor Catering
 Credit Card Acceptance In House Laundry Telephone in Room
 Business Centre Data/Fax/E-mail /Web Connectivity

20. Average Peak % Off Season %
 Occupancy Season

21. Tax on Room / F & B
 Luxury Tax % VAT % Servie Tax %

22. No. of employees : Contracted Direct Trainee Total
 Male Female IHM Qualified Casual

23. Power/Fuel/Water Charges last year (Rs. in lacs)
 Power Water Gas

24. Taxes & Fees paid last year (Rs. in Lacs)
 Central Govt. State Govt. Local Govt.

25. Problems Faced : Marketing Finance Manpower Materials Others
 (Please Specify)

Note: The information furnished above will be kept confidential

FOR OFFICE USE

Admitted at Committee Meeting held on _____ Regd. No. _____

Receipt No. _____ dt. _____ of Rs. _____

MEMBERSHIP ELIGIBILITY CRITERIA

HOTEL:

- 1) The hygienic standards adopted by the establishment must be of high order, especially in respect of supply of clean water, cleanliness standards and food handling and storage of materials.
- 2) The good-will and reputation of the establishment will be looked at.
- 3) In case of Hotel, minimum number of rooms shall be 10 except in the case of a Botique hotel or Forest Lodge and there should be F&B facility for the residents.
- 4) A report of the local Association, affiliated to HRA (W.I.) or a senior prominent member from the area, will be called for, if required.
- 5) The Hotel shall be a functional holding all the requisite valid licences and a copy each shall be furnished.
- 6) The Hotel shall provide Photographs, Room Rate Card and Menu Card.
- 7) Apartment Hotels, Forest Lodges, Tourist Homes, B&B guest houses can also become Hotel members, provided they qualify otherwise as per above criteria.

HOTEL AND RESTAURANT ASSOCIATION (WESTERN INDIA)

CHECK LIST FOR NEW MEMBERSHIP APPLICATION FORMS.

HOTEL : {Licenses Required By HOTELS To Join As A Member of HRA(WI).

- | | | |
|-----|---|--------------------------|
| 1] | Shops & Establishments | <input type="checkbox"/> |
| 2] | Police. | <input type="checkbox"/> |
| 3] | Eating House. | <input type="checkbox"/> |
| 4] | Permit Room FL-III. | <input type="checkbox"/> |
| 5] | Prevention of Food Adulteration. | <input type="checkbox"/> |
| 6] | Fire NOC. | <input type="checkbox"/> |
| 7] | Registration Certificate. | <input type="checkbox"/> |
| 8] | Luxury Tax Chalan for the last Financial Year.) | <input type="checkbox"/> |
| 9] | Chalan for Sales Tax.) | <input type="checkbox"/> |
| 10] | Chalan for VAT.) | <input type="checkbox"/> |
| 11] | PAN Card. | <input type="checkbox"/> |
| 12] | Licence for Public Performance Right Society / IPL. | <input type="checkbox"/> |
| 13] | Menu Card. / <i>Tariff Card.</i> | <input type="checkbox"/> |
| 14] | List of Partners / Directors. | <input type="checkbox"/> |
| 15] | Memorandum & Articles of Association or Partnership Deed. | <input type="checkbox"/> |
| 16] | Name of the Cable TV Supplier and the Terms. | <input type="checkbox"/> |

PHOTOGRAPHS

- 1] Exterior of the Hotel Building.
- 2] Kitchen showing the dish washing area. [3 tier washing system].
- 3] One of the best rooms from inside.
- 4] Wet & the Dry Garbage area.
- 5] Façade & Lobby.
- 6] Store Room.