



HOTEL AND RESTAURANT ASSOCIATION (WESTERN INDIA)

Secretariat

Flat No. 4, Candy House, 1st Floor, Mandlik Road, Colaba, Mumbai 400 001.

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The President,

Hotel and Restaurant Association (Western India),
Mumbai.

APPLICATION FORM 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 _____
_____ Pin Code _____
Telephone _____ Fax _____
E Mail _____ Website _____
3. Access: (Mention in Kms.) From Airport: _____ From Railway Station: _____ From Downtown Area: _____
4. Ownership: Proprietorship / Partnership / Company / others _____
5. Registered Office of the Company _____
(Attach List of Directors / Partners)

6. Address for Correspondence _____
_____ Telephone _____ Fax _____
EMail _____ Website _____
7. We enclose Cheque/Demand Draft No. _____ dated _____ for Rs. _____ being the initial subscription amount payable for our admission as a member.
8. We shall be pleased to participate in the HRA(WI) Regional Discount Card Scheme on a reciprocal basis and nominate
(i) Name _____ Designation _____
(ii) Name _____ Designation _____
as our representatives to avail the card and send two postal stamp size photograph with name written on the reverse. The nominees are actively involved in our Hotel operations.
9. We attach copies of licenses held, a few photographs of our Hotel Rooms, Kitchen, Cleaning area, Tariff and Menu Card and a copy of Partnership Deed / Articles of Associations.
10. 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.
11. Reason for joining & expectations: _____

12. We agree to abide by the Rules and Regulations of the Association.
13. Proposed by : Mr./Ms _____ of Hotel _____ Signature _____
14. Seconded by : Mr./Ms _____ of Hotel _____ Signature _____

Yours faithfully,

Place : _____

Dated : _____

Signature of the applicant (with Rubber Stamp)

Name : _____
(in Block Letters)

Designation : _____

PROFILE OF HOTEL

15. a) Names of Representatives :

<u>Name</u>	<u>Designation</u>
i) _____	_____
ii) _____	_____

b) Names of Key Executives:

<u>Name</u>	<u>Designation</u>
i) _____	_____
ii) _____	_____
iii) _____	_____
iv) _____	_____

16. Annual Gross Turnover of Hotel for the last two financial years : (Rs. in Lacs)

Year	Room	F&B	Other	TOTAL	Forex Earning
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

17. Capital Investment in the Hotel Rs. _____ Lacs.

18. Is the Hotel classified by the Ministry of Tourism, Government of India? Yes No

a) If Yes, which Star (*) Category:

b) If awaiting classification: Star Category applied for :

c) Public Sector: Private Sector:

d) Name of Franchisee, if any _____

e) Area (Sq. Mtrs.): Plot Building

f) Status: Owned Management Contract Rental

19. No. of Rooms: Total: Single: Double: Suites: Multiple:

of these Air-Conditioned

Non Air-Conditioned

20. Tariff (in Rs.)

21. Indicate number of rooms with attached bath:

22. No. of Banquet Halls: Minimum Capacity: Maximum Capacity:

23. No. of Restaurants Permit Rooms

Minimum Seating Capacity Maximum Seating Capacity

24. Cuisines:

Indian Thai Italian Continental

Chinese Vegetarian Our Speciality :

25. Minimum Menu Rate: Rs. Maximum Menu Rate: Rs.

26. Shopping Arcade: Yes No Capacity : No. of Shops :
27. Membership of National & International Associations.
 1) _____
 2) _____
28. License Held: 1. _____ 2. _____ 3. _____
 (Attach Copies) 4. _____ 5. _____ 6. _____
29. Credit Cards Accepted : AMEX DINERS VISA MASTER
 other cards, please specify _____
30. Room facilities provided :
 Entertainment – Live / Recorded Music / Cable T.V. Outdoor Catering
 Credit Card Acceptance In House Laundry Telephone in Room
 Executive Center Data / Fax / E-mail Connectivity
31. Are you a Business Hotel Resort Heritage Hotel Motel
 Pilgrimage Hotel Forest Lodge Ecotel Other
32. Occupancy: Season _____% Off Season _____% Average Annual _____%
33. Tax on Room & F&B : Expenditure Tax _____% Luxury Tax _____% Sales Tax _____% Service Tax _____%
34. Service Charge : Yes / No. If yes _____%
35. No. of employees : Contracted Direct Trainee Total
 Male Female IHM Qualified Casual
36. Energy Consumption (per month) Electricity Units Water Ltrs. Gas Cylinders.
37. Taxes & Fees paid last year (Rs. in Lacs) Central Govt. State Govt. Local Govt.
38. Problems Faced : Marketing Finance Manpower Materials Others
 (Please Speciy) _____

Note: The information furnished above will be kept confidential.

NAME FOR REGIONAL CARDS (For Functional Members)

Name : _____ Name : _____
 Designation : _____ Designation : _____
 Signature : _____ Signature : _____

Note: Please send Postal Stamp size (31mm x 28mm) Photographs only.

FOR OFFICE USE

Admitted at Committee Meeting held on _____ Regd. No. _____
 Receipt No. _____ dt. _____ for Rs. _____

MEMBERSHIP ELIGIBILITY CRITERIA

The Managing Committee has laid down the criteria for admission of an establishment to the membership of the Association as under :

- 1) The hygienic standards adopted by the establishment must be of high order, especially in respect of supply of clean water, cleanliness standards, food handling and storage of materials.
- 2) The good will and reputation of the establishment will be looked at.
- 3) In case of hotels, minimum number of rooms shall be 10 and there should be a F & B facility for the residents.
- 4) In case of restaurants, minimum seating capacity, should be 30, and preferably it should be a Grade-I Airconditioned Restaurant.
- 5) Snack Bar / Club License holders will be accepted as members only in the Associate category.
- 6) A report of the local Association, affiliated to HRA (WI) or a senior prominent member from the said location, will be called for.
- 7) The hotel or restaurant shall be holding all the requisite licenses

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Category of Members	Subscription		Entrance Fees (One time)	Legal Fund
	Mumbai	Outside Mumbai		
Hotels	Rs.	Rs.	Rs.	Rs.
Small(10-30 rooms)	2000	1600	3000	500
Medium(31-60 rooms)	3000	2000	5000	500
Big (61-125 rooms)	7500	3000	7500	500
Large(Over 125 Rooms)	17500	7500	10000	500
Restaurants				
30 Seats	2000	1500	3000	500
Over 30 Seats	3000	2000	5000	500
Associate	4000	3000	1000	500
Affiliated	2000	1000	1000	500