



HOTEL & RESTAURANT ASSOCIATION OF EASTERN INDIA

**DATE OF INCORPORATION
18TH JULY, 1961
UNDER THE COMPANIES ACT, 1961**

**THE ASSOCIATION COVERS 12 STATES and
1 UNION TERRITORY IN EASTERN INDIA**

**WEST BENGAL, BIHAR, ORISSA, ASSAM,
JHARKHAND, MEGHALAYA, ARUNACHAL PRADESH,
NAGALAND, MANIPUR, MIZORAM, TRIPURA,
SIKKIM AND ANDAMAN & NICOBAR ISLANDS**

ORGANISATION

**FHRAI IS THE PARENT BODY THAT
REPRESENTS THE HOSPITALITY INDUSTRY AT NATIONAL LEVEL**

REGISTERED OFFICE

HOTEL & RESTAURANT ASSOCIATION OF EASTERN INDIA

18A/1 EVEREST HOUSE, 18TH FLOOR

46C, CHOWRINGHEE ROAD, KOLKATA 700071

TEL : 033-2288-1742/32927725/40035993, Fax: 2288-1743

Email : hraei@vsnl.net / hraeik@gmail.com

**HOTEL
MEMBERSHIP
FORM**



MEMBERSHIP BENEFITS

- **Membership Discount Cards** issued to two individuals per establishment (Hotel & Restaurant Members only) carrying a discount of 15% on rooms and F&B in all member establishments of HRAEI
- **A gateway to becoming a member of the prestigious Federation of Hotel & Restaurant Associations of India** [You can also become eligible to get two Membership Discount Cards with 30% discount on becoming a member of the Federation of Hotel & Restaurant Associations of India – FHRAI]
- **Free Listing in the Regional Membership Directory** [Your listing can also find a place in the National Hotel & Restaurant Guide on your becoming a member of the Federation of Hotel & Restaurant Associations of India – FHRAI]
- **Circulation of Newsletters** and other useful literature concerning the hospitality industry
- **Participation in conventions, seminars** and symposiums
- **Conducting research** on hotel and restaurant industry and periodically update members on latest developments
- **Training of human resource** in different spheres of hotel and restaurant activity
- **Legal relief on issues** impinging on members' interests
- **Counselling in the setting up of new projects** & in expansion and development of existing projects
- **Counselling in Hotel Classification** matters
- **An authentic voice of the hospitality industry and lobby for all matters** before the State and Central Governments

Join the brotherhood and strengthen the Hospitality Industry

By sharing your view and problems, you can help us represent your specific matters and the issues facing the industry more effectively to the Central and State Governments and their agencies.



CRITERIA FOR HOTELS AND RESTAURANTS FOR MEMBERSHIP OF HRAEI

A. 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 with a telephone and a telephone for the use of guests and visitors. 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.

B. RESTAURANTS

(i) License

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

(ii) General Features

Should have a nice and decent ambience with a minimum of 25 seats neatly furnished. Should have Reception with Cash Counter suitably manned in clean uniform possessing working knowledge of English. All staff members coming in contact with customers should be in clean uniform. Should have clean and hygienic toilet for use by customers.

(iii) Kitchen & Utensils

A well equipped clean, hygienic and well maintained kitchen and pantry with adequate refrigeration facility. Cooking utensils should also be of good quality and well kept. Hygienic washing area for clean and hygienic washing.



HOTEL & RESTAURANT ASSOCIATION OF EASTERN INDIA

APPLICATION FORM FOR HOTEL MEMBERSHIP

- We wish to enrol our establishment as Hotel Member of the Hotel & Restaurant Association of Eastern India.
- The application has been proposed and seconded by Hotel / Restaurant Members of the Association.
- We are enclosing herewith our Cheque / Demand Draft drawn in favour of **Hotel & Restaurant Association of Eastern India** covering the applicable charges.
- We shall be thankful if you will kindly place our application before the Managing Committee of the Association for approval.

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

2. Address _____

City _____ Pin Code _____ State: _____

Telephone : [STD Code _____] _____ Fax: _____

Email: _____ Website: _____

3. Access : [Mention in Kms.] From Airport: _____ from Railway Station: _____ From Downtown Area: _____

4. Ownership: (Name and address of the Company/firm): _____

5. Designation: Name and designation of the Key Person (Like MD/CEO/General Manager etc.)


(i) Name _____ Designation _____

(ii) Name _____ Designation _____

6. We agree to abide by the Rules and Regulations of the Association.

7. Certified that the information given by us in the application form is correct to the best of my knowledge and belief.

8. Signature _____ Designation _____ Stamp/Seal _____

9.  **Note:** 1. In case of a company, a Director 2. a partner in case of a Partnership Firm and 3. the Proprietor when the applicant is a proprietorship concern should sign this application.

10.

PROPOSED BY

Name of Hotel / Restaurant (Existing Members of HRAEI)	ADDRESS	SIGNATURE WITH SEAL	DESIGNATION

SECONDED BY

Name of Hotel / Restaurant (Existing Members of HRAEI)	ADDRESS	SIGNATURE WITH SEAL	DESIGNATION

PARTICULARS OF THE HOTEL

11. Check out time: _____
12. Address for Correspondence _____
13. Telephone : [STD Code _____] _____ Fax: _____
14. Email: _____ Website: _____
15. Total Staff Strength:
16. Total Investment in the Establishment in Rupees
17. Is the Hotel classified by the Ministry of Tourism, Government of India ? Yes No
(a) if Yes, which Star (*) Category: Renewal of classification falls due on :
18. No. of Rooms Total: Single: Double: Suites:
of these Air-Conditioned
Non Air-Conditioned
19. Liquor service: Full Service Bar Restricted liquor Service Beer Service Only No Liquor Service
20. No of Restaurants: Maximum Seating Capacity:
21. Do Facilities Exist for Holding Conferences / Seminars Etc, ? if so Please indicate the Maximum number of delegates that can be accommodated.
Number of Delegates: HALL-I HALL-II HALL-III
22. Cuisines: Indian Thai Italian Continental
Chinese Vegetarian Our Speciality
23. Credit Card Accepted : AMEX DINERS VISA MASTER
24. (a) Tax on Room : Luxury Tax _____ %
(b) F&B : VAT _____ %
25. Foreign Exchange if only Earned During The Previous Year:

FOR OFFICE USE

Admitted at the Managing Committee Meeting held on _____ Membership.No _____

Receipt No. _____ Date _____ for Rs. _____



DOCUMENTS TO BE SENT ALONG WITH APPLICATION

PLEASE ATTACH THE FOLLOWING ITEMS ALONG WITH THE APPLICATION FORM:

- A) PHOTOCOPIES OF TRADE LICENCE, POLICE LICENCE, EXCISE LICENCE OR ANY OTHER LICENCE APPLICABLE IN YOUR AREA
- B) PHOTOGRAPHS OF FRONT FACADE, RECEPTION, SEATING AREA, SINGLE ROOM DOUBLE ROOM, SUITE, KITCHEN, BATHROOM,
- C) ANNUAL REPORT WITH BALANCE SHEET AND PROFIT & LOSS ACCOUNT
- D) CHEQUE/DEMAND DRAFT FOR THE REQUISITE AMOUNT TO BE DRAWN IN FAVOUR OF **“HOTEL & RESTAURANT ASSOCIATION OF EASTERN INDIA”**

ANNUAL SUBSCRIPTION RATES FOR HOTELS

5-Star Deluxe Hotels	Rs.50.00 per room
5-Star Hotels	Rs.45.00 per room
4-Star Hotels	Rs.40.00 per room
Other Hotels	Rs.30.00 per room
Minimum Annual Subscription Payable	: Rs.2,500.00
Building Fund Payable Annually	: Rs. 250.00
One-time Entrance Fee	: Rs.3,000.00

- **Legal Fund 20% of Annual Subscription – Payable Annually**



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Email : hraei@vsnl.net / hraeik@gmail.com

NOMINATION FORM FOR 15% HRAEI DISCOUNT CARD

Membership No: _____

Name of Hotel / Restaurant: _____

Address: _____



Note: Please send us 2 photographs [Stamp Size] of your two nominees
[Please paste 1 copy inside the box] for the Discount cards.

Nominee: 1

Please paste Photograph of stamp size

PLEASE WRITE IN CAPITAL LETTERS ONLY

Name

--

Designation

--

Signature

--

Nominee: 2

Please paste Photograph of stamp size

PLEASE WRITE IN CAPITAL LETTERS ONLY

Name

--

Designation

--

Signature

--

Signature of person authorizing the cards:

Name: _____

Designation: _____

Date: _____

Stamp / seal
Of the Hotel / Restaurant