



HOTEL AND RESTAURANT ASSOCIATION WESTERN INDIA

4, Candy House, Mandlik Road, Colaba, Mumbai 400 001

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APPLICATION FORM FOR HOTEL MEMBERSHIP

We are desirous of joining as "Hotel Member" of the Hotel & Restaurant Association Western India.

If admitted, we agree to abide by the rules and regulations of the Association in force from time to time and it shall be our endeavor to adhere to the policies initiated by the Association and further its prestige. The particulars of our establishment are mentioned below :

1 Name of Establishment : _____ Date & Year of Opening : _____

2 Name of Director / Owner / Partner: _____

Address : _____

City : _____ State : _____ Pin Code : _____

Tel : _____ Fax : _____

Email : _____ Web : _____

3 Registered office of the Company / Firm : _____

4 Name of Representative : _____

Address for Correspondence : _____

City : _____ State : _____ Pin Code : _____

Tel : _____ Fax : _____

Email : _____

5 We shall be pleased to participate in the HRA (WI) Regional Fraternity Card Scheme on a reciprocal basis and nominate

(a) Mr./Mrs./Ms. _____ Designation : _____ Mobile : _____

(b) Mr./Mrs./Ms. _____ Designation : _____ Mobile : _____

as our representative to avail the card. We agree to send two postal stamp size photographs with the respective names written on the reverse. The nominees are actively involved in our Hotel operations.

6 Enclosed find a few photographs of the following : Please tick in the appropriate boxes.

Rooms Façade & Lobby Restaurant Kitchen Garbage Area Dish Washing Area

Please provide copies of your Menu cards

7 Enclosed Cheque / Demand Draft No.: _____ Dated : _____ for Rs. _____

Drawn on _____ being initial membership subscription amount payable.

We shall be thankful, if the application is placed before the Managing Committee of the Association for approval and look forward to a receipt of the same.

Place : _____ Dated : _____

Yours Sincerely,

Signature of representative (with Rubber stamp)

Proposed by: Mr./Ms. _____

Name of Signatory (in block letters) : _____

Hotel : _____ Sign _____

Seconded by: Mr./Ms. _____

Designation : _____

Hotel : _____ Sign _____

PROFILE OF HOTEL

- 8 Access : in kms. from Airport _____ (in kms.) from Railway Station _____
- 9 Ownership : Proprietorship/ Partnership / Company / Other _____
- 10 Name of Key Executives :
- Name : _____ Designation : _____
- Name : _____ Designation : _____
- 11 Annual Gross Turnover of the hotel for past two financial years. (Rs. in lacs)
1. Year _____ Room _____ F&B _____ Other _____ Total _____ Forex Earning _____
2. Year _____ Room _____ F&B _____ Other _____ Total _____ Forex Earning _____
- 12 Is the Hotel classified by the Ministry of Tourism, Government of India ? Yes/No : _____ Star Category : _____ *
- 13 Area (Sq.Mtrs) - Plot : _____ Building : _____
- Status - Owned : _____ Management Contract : _____ Leasehold Basis : _____
(Please tick)
- 14 Number of Rooms - Total _____ Single _____ Double _____ Suites _____
- Air Conditioned - _____
- Non Air Conditioned - _____
- 15 Tariff A/C Rooms - Single _____ Double _____ Suites _____
- Tariff Non A/C Rooms - Single _____ Double _____ Suites _____
- (Please enclose Tariff Sheet)
- 16 Hotel Facilities (please ✓ tick)
- Credit Card Acceptance _____ Swimming Pool _____ Cable T.V./Music _____ Tel. in Room _____
- Internet Connectivity _____ Business Center _____ SPA/Health Club/Gym _____
- 17 Number of Banquet Halls : _____ Minimum Capacity _____ Maximum Capacity _____
- 18 Number of Restaurants : _____ Minimum Capacity _____ Maximum Capacity _____
- 19 Number of Permit Rooms : _____ Minimum Capacity _____ Maximum Capacity _____
- 20 Details of Taxes charged :
- Luxury Tax _____ % VAT on Food _____ % VAT on Liquor _____ % Service Tax _____ %
- 21 Number of Employees :
- Contracted _____ Direct _____ Casual _____ IHM Qualified _____ Trainee _____ Total _____
- Male _____ Female _____
- 22 Enclosed copies of Licenses held. (Refer enclosed checklist.)

NOTE : The information furnished will be kept confidential and used for statistical purposes only.

CHECK LIST FOR HOTEL MEMBERSHIP APPLICATION FORM

TO BE CONFIRMED AND ATTACHED IN THE ORDER AS SPECIFIED

	YES	NO	ANNEXURE
1. Shops & Establishment License	<input type="checkbox"/>	<input type="checkbox"/>	A
2. Eating House License	<input type="checkbox"/>	<input type="checkbox"/>	B
3. Permit Room FL III License	<input type="checkbox"/>	<input type="checkbox"/>	C
4. Prevention of Food Adulteration License	<input type="checkbox"/>	<input type="checkbox"/>	D
5. Incorporation Certificate (if a Pvt. Ltd. Company)	<input type="checkbox"/>	<input type="checkbox"/>	E
6. Luxury Tax Payment Receipt (Previous Month)	<input type="checkbox"/>	<input type="checkbox"/>	F
7. VAT Payment Receipt (Previous Month)	<input type="checkbox"/>	<input type="checkbox"/>	G
8. Service Tax Payment Receipt (Previous Month)	<input type="checkbox"/>	<input type="checkbox"/>	H
9. PAN Card	<input type="checkbox"/>	<input type="checkbox"/>	I
10. Menu Card & Tariff Card	<input type="checkbox"/>	<input type="checkbox"/>	J
11. List of Partners / Directors	<input type="checkbox"/>	<input type="checkbox"/>	K
12. Proposer's Signature	<input type="checkbox"/>	<input type="checkbox"/>	L
13. Seconder's Signature	<input type="checkbox"/>	<input type="checkbox"/>	M
14. Subscription Cheque attached (Members based out of Mumbai should furnish DD Payable at Mumbai or a cheque payable at par).	<input type="checkbox"/>	<input type="checkbox"/>	N
15. Photographs of Nominees who will avail of the Discount Card.	<input type="checkbox"/>	<input type="checkbox"/>	O

PHOTOGRAPHS

1. Exterior of Hotel Building	<input type="checkbox"/>	<input type="checkbox"/>	P
2. Lobby	<input type="checkbox"/>	<input type="checkbox"/>	Q
3. Interior of one of the Rooms	<input type="checkbox"/>	<input type="checkbox"/>	R
4. Kitchen showing the Dish Washing area (3 tier washing system)	<input type="checkbox"/>	<input type="checkbox"/>	S
5. Wet & Dry Garbage Area	<input type="checkbox"/>	<input type="checkbox"/>	T
6. Restaurant	<input type="checkbox"/>	<input type="checkbox"/>	U
7. Store Room	<input type="checkbox"/>	<input type="checkbox"/>	V

I, hereby confirm that the above information furnished by me is true and correct.

Signature
(Owner/Partner/Managing Director)

Date: _____

With Rubber Stamp of the Establishment

Please note a Reprocessing Charge of Rs.500/- will be levied in the event the application is found incomplete and needs to be resent.

HRAWI reserves the right to cancel/revoke membership of any Establishment for reasons, but not limited to, Misrepresentation of facts, Anti Association activities, or any such reason as decided by the Executive Committee Members.

For Office Use Only

Verified by: _____ Signature :

Date: _____

FOR OFFICE USE

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

Receipt No. _____ Date _____ of Rs. _____

SUBSCRIPTION STRUCTURE HOTEL CATEGORY

Category	*Major cities of Western Region			Other than major cities Western Region			Entrance Fees (one time)
	Subscription	Legal Fund	Total	Subscription	Legal Fund	Total	
upto 30 rooms	3900	1500	5400	3300	1500	4800	10000
31 to 60 rooms	5100	2100	7200	3900	1500	5400	10000
61 to 100 rooms	12000	5400	17400	7800	2800	10600	15000
101 to 150 rooms	18000	9000	27000	12000	5400	17400	15000
150+ rooms	24000	12600	36600	18000	9000	27000	15000

*Major cities in Western Region will be Mumbai Region (as per MMRDA), Pune, Nagpur, Ahmedabad, Vadodra, Surat, Indore, Bhopal and Goa.

CHANGE IN ESTABLISHMENT NAME

3000

FINANCIAL YEAR

The Financial Year is from 1st April to 31st March, however if any new members are admitted during the months of February and March, their membership will continue till the end of the next financial year.

MEMBERSHIP CRITERIA

1. Strict quality control on hygiene standards must be adopted by the establishment, especially in respect of supply of clean water, food handling, storage of materials and cleanliness standards.
2. The good-will and reputation of the establishment will be considered.
3. In case of hotel, minimum number of rooms should be 10, except in the case of Boutique hotels, Forest Lodges and Heritage Hotels which should have F&B facility for the resident guests.
4. Report of the local association, affiliated to HRA(WI) or a senior prominent member from the area will be called for, if required.
5. The hotel must be operational, holding all the requisite valid licenses as per enclosed checklist (copies of the same to be furnished.)
6. The Hotel must provide latest photographs, room tariff card and menu cards copy.
7. Apartment Hotels, Forest Lodges, Tourist Homes, B&B guest houses, Heritage Hotels can also apply to become Hotel Members, provided they qualify as per the above criteria.
8. Please note a Reprocessing Charge of Rs.500/- will be levied in the event the application is found incomplete and needs to be resent.

Membership will be accepted / rejected within a maximum period of 60 days of receiving the completed application form.

Service Tax, extra as applicable, will be charged.