



HOTEL AND RESTAURANT ASSOCIATION WESTERN INDIA

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

Tel : 2202 4076/2283 1624/2281 9773 Fax : 2202 3515

Email : secgen@hrawi.com, asg@hrawi.com, membership@hrawi.com www.hrawi.com

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 : _____

2 Licences held in the name of : _____

3 Name of Ownership : _____

(Whether Co./ Firm/ Proprietorship/ Other) (Tick Appropriate)

4 Name of Proprietor/ Partners/ Director : (1) _____ (2) _____

(3) _____ (4) _____

5 Name of Franchisee (if any) : _____ Mobile : _____

6 Name of Contact Person : _____ Mobile : _____ E-mail : _____

7 Premises : Self Owned ☐ Leased ☐ Rented ☐ Other ☐

8 Address of Establishment : _____

City : _____ State : _____ Pin Code : _____

Tel : _____ Mobile : _____ Fax : _____

Email : _____ Web : _____

9 Address for Correspondence Address : _____

City : _____ State : _____ Pin Code : _____

Tel : _____ Mobile : _____ Fax : _____

Email : _____ Web : _____

10 Information required for use during Annual Elections:

Email Address: where election related information will be sent _____

Mobile Number: For receiving OTP: _____

11 Access : (Distance in kms.) Airport : Domestic : International : Railway Station :

Landmarks : _____

	Single	Double/Twin	Suites
12 Number of Rooms :	_____	_____	_____
Air Conditioned :	_____	_____	_____
Non Air Conditioned :	_____	_____	_____

- 13 Tariff A/C Rooms : _____
 Tariff Non A/C Rooms : _____
 (Please enclose Tariff Sheet)
- 14 Hotel Facilities (Please attach list of facilities)
- No. of Employees
- (a) Male : (Total) _____ Skilled _____ Unskilled _____
- (b) Female : (Total) _____ Skilled _____ Unskilled _____
- 15 We agree to extend courtesy and honour the HRA-WI Regional Discount Card. We nominate the following as our Representatives to avail these cards:
- (a) Mr./Mrs./Ms. _____ Designation : _____ Mobile : _____
- (b) Mr./Mrs./Ms. _____ Designation : _____ Mobile : _____
- 16 Total Area of Hotel (in sq. ft.) :
- 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 Is the Hotel Classified by the Ministry of Tourism, Government of India ? Yes / No

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, 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.

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. Lodging House License	<input type="checkbox"/>	<input type="checkbox"/>	C
4. Permit Room FL III License	<input type="checkbox"/>	<input type="checkbox"/>	D
5. F.S.S.A.I. License	<input type="checkbox"/>	<input type="checkbox"/>	E
6. Fire NOC	<input type="checkbox"/>	<input type="checkbox"/>	F
7. Incorporation Certificate (if a Ltd. Company) / Partnership Deed - Form 'E' (If a Firm)	<input type="checkbox"/>	<input type="checkbox"/>	G
8. GST Challan	<input type="checkbox"/>	<input type="checkbox"/>	H
9. PAN Card	<input type="checkbox"/>	<input type="checkbox"/>	I
10. Tariff Card	<input type="checkbox"/>	<input type="checkbox"/>	J
11. Menu Card	<input type="checkbox"/>	<input type="checkbox"/>	K
12. Photographs of Nominees who will avail of the Discount Card.	<input type="checkbox"/>	<input type="checkbox"/>	L
13. Photographs of :	<input type="checkbox"/>	<input type="checkbox"/>	M
(a) Exterior of Hotel Building	<input type="checkbox"/>	<input type="checkbox"/>	N
(b) Lobby	<input type="checkbox"/>	<input type="checkbox"/>	O
(c) Interior of one of the Rooms	<input type="checkbox"/>	<input type="checkbox"/>	P
14. Registration Certificate of GST	<input type="checkbox"/>	<input type="checkbox"/>	

PHOTOGRAPHS

Compulsary

1. Exterior of Hotel Building	<input type="checkbox"/>	<input type="checkbox"/>	S
2. Lobby	<input type="checkbox"/>	<input type="checkbox"/>	T
3. Interior of one of the Rooms	<input type="checkbox"/>	<input type="checkbox"/>	U
4. Restaurant	<input type="checkbox"/>	<input type="checkbox"/>	V

PHOTOGRAPHS OF PARTNERS / DIRECTORS / MANAGERS

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

Signature

Place :

Date :

(Owner/Partner/Managing Director/Authorised Signatory)
With Rubber Stamp of the Establishment

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

Membership Entrance fees and Subscription amount :

Enclosed : Cheque / Demand Draft No.

Date : _____ For Rs. : _____

Drawn on : _____ Bank : _____ Branch : _____

Verified by : _____

Date : _____

Signature : _____

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

Receipt No. : _____ Date : _____ of Rs.: _____

HOTEL INFORMATION SHEET

(Please tick Appropriate)

In Room Facilities :

- | | |
|-------------------------------|--|
| (a) Air Condition (A/C) | <input type="checkbox"/> |
| (b) Cable TV / LCD / Music | <input type="checkbox"/> |
| (c) Attached Bath / WC | <input type="checkbox"/> |
| (d) 24 Hours Hot & Cold Water | <input type="checkbox"/> |
| (e) Minibar | <input type="checkbox"/> |
| (f) Telephone | <input type="checkbox"/> |
| (g) Internet Connectivity | <input type="checkbox"/> |
| (h) Room Service | <input type="checkbox"/> |
| (i) Others (Please mention) | <input style="width: 100px;" type="text"/> |

General Facilities :

- | | |
|--|--|
| (a) Lobby <input style="width: 60px;" type="checkbox"/> | (b) SPA / Health Club/Gym <input style="width: 60px;" type="checkbox"/> |
| (c) Swimming Pool <input style="width: 60px;" type="checkbox"/> | (d) Business Centre <input style="width: 60px;" type="checkbox"/> |
| (e) WIFI <input style="width: 60px;" type="checkbox"/> | (f) Valet Parking <input style="width: 60px;" type="checkbox"/> |
| (g) Doctor at Call <input style="width: 60px;" type="checkbox"/> | (h) Transfers <input style="width: 60px;" type="checkbox"/> |
| (i) Laundry <input style="width: 60px;" type="checkbox"/> | (j) Credit Card Acceptance <input style="width: 60px;" type="checkbox"/> |
| (k) Other <input style="width: 60px;" type="checkbox"/> | |

Restaurant / Bar / Dining Facilities :

- | | |
|---|--|
| <input style="width: 60px;" type="checkbox"/> Veg. Food | <input style="width: 60px;" type="checkbox"/> Non Veg. Food |
| <input style="width: 60px;" type="checkbox"/> Ice-Cream Parlour | <input style="width: 60px;" type="checkbox"/> Out Door Catering Undertaken |
| <input style="width: 60px;" type="checkbox"/> Home Delivery | <input style="width: 60px;" type="checkbox"/> Take away |
| <input style="width: 60px;" type="checkbox"/> Open Air / Garden Seating | <input style="width: 60px;" type="checkbox"/> Full Bar / Permit Room |
| <input style="width: 60px;" type="checkbox"/> Beer & Wine Only | <input style="width: 60px;" type="checkbox"/> Disco |
| <input style="width: 60px;" type="checkbox"/> Party Room / Hall | <input style="width: 60px;" type="checkbox"/> Smoking Area |
| <input style="width: 60px;" type="checkbox"/> Live Music | <input style="width: 60px;" type="checkbox"/> Disc Jockey (DJ) |

Cuisines Served :

- | | |
|--|---|
| <input style="width: 60px;" type="checkbox"/> North Indian | <input style="width: 60px;" type="checkbox"/> South Indian |
| <input style="width: 60px;" type="checkbox"/> Mughlai | <input style="width: 60px;" type="checkbox"/> Chinese |
| <input style="width: 60px;" type="checkbox"/> Thai | <input style="width: 60px;" type="checkbox"/> Italian |
| <input style="width: 60px;" type="checkbox"/> Continental | <input style="width: 60px;" type="checkbox"/> Mexican |
| <input style="width: 60px;" type="checkbox"/> Punjabi | <input style="width: 60px;" type="checkbox"/> Tandoori |
| <input style="width: 60px;" type="checkbox"/> Gujarati | <input style="width: 60px;" type="checkbox"/> Jain Food |
| <input style="width: 60px;" type="checkbox"/> Bengali | <input style="width: 60px;" type="checkbox"/> Maharashtra / Malvani |
| <input style="width: 60px;" type="checkbox"/> Fast Food | <input style="width: 60px;" type="checkbox"/> Others (Please specify) |