**HOPE Foundation, Baroipara, Savar, Dhaka**

Terms of Reference (ToR) for Reservation of HOPE Foundation Training Venue

1. **USERS:**

Name of the Organization / person:……………………………………………………………………………………………………………………………………

Name of Contact Person:…………………………………………………………… Designation: …………………………………………………………………

Mailing Address:…………………………………………………………………………………………………………………………………………………………………

Email:……………………………………………………………………………. Phone/Mobile:………………………………………..FAX:………………………….

1. **Participants:**

Total Guests:…………………. Male: ……………………Female:……………….. Children:…………………. Others:…………………………………….

Facilitators / Experts:……………. Male: ……………Female:………………….Participants:……………. Male: ………….. Female:…………….

Arrival Date:…………………………. Check in time:…………........ Departure Date:……………………. Check out time:…………………

**Attention please:**

1. Check in more than three hours in advance or failure to check out at or before designated time will effect additional charge.
2. Entrance to the center is discouraged after 10:00 PM and before 6 AM.
3. Return room key to the front desk during check out.
4. For any missing room key, Tk. 200.00 will be charged.
5. **Accommodation:**

Double A/c with TV:…………. Double Non A/c with TV:…………… Single A/c with TV:…………. Single Non A/c with TV:……………

Room Numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31,

32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 101, 102, 103, 104, 105, 106.

1. **Meeting Place/ Session Rooms and others:**

Large Conference room: Semi Large Conference room # 1: Semi Large Conference room # 2:

Semi Large Conference room # 3: Semi Large Conference room # 4: Chapel: Open Theater:

1. **Food Level:**

Normal = Tk. 600.00 Standard = Tk. 800.00 Improved = Tk. 1000.00 Special = Tk. 1300.00

Customize = Tk. 700.00 Others:

1. **Meal Time:**

Breakfast: ……………… Morning Snacks……………… Lunch:……………… Afternoon Snacks:……………… Dinner:……................

**Mode of Payment:**

1. Payment shell be made only through Account Payee Cheque, Pay Order, Demand draft (DD), Telegraphic Transfer (TT) in favor of HOPE Foundation.
2. 60% of total estimated cost is to be paid as advance at least 10 days prior to the date of event commencement.
3. All cash money transaction will have to be made with accounts department only in unavoidable situation.
4. Front Desk personnel will hand- over the bill immediately after completion of the event.
5. Event Coordinator/ Team leader is to deposit cheque/cash and obtain money receipt from the front desk before leaving the center. In case of the user is unable to pay immediately, he/she is to pay the amount at his/her own initiative within 5 days. HOPE Foundation Can’t collect any form of payment from individual office.

**Confirmation and Cancelation of reservation:**

1. All types of reservation are to be confirmed with 60% Advance at least 10 days prior to start of event, for any delay reservation cannot be guaranteed.
2. HOPE Foundation may cancel any reservation for valid reason with at least 7 (Seven) days prior notice.
3. User may cancel the reservation with charge as follow-
4. Booking Organization/ User will have to pay 25% of total cost as penalty if cancelled at least 10 days before the event.
5. Booking Organization/ User will have to pay 40% of total cost as penalty if cancelled at least 5 days before the event.
6. Booking Organization/ User will have to pay 60% of total cost as penalty if cancelled at least 2 days before the event.
7. Booking Organization/ User will have to pay 80% of total cost as penalty if cancelled less than 2 days before the event.

**Primary contact:**

Primary reservation is possible through Reservation and Support Officer or Manager For estimated event budget kindly ask for facility rate to HOPE Foundation. However, we would like to welcome and encourage you to visit our center before any reservation to ensure suitability.

**Reservation personnel, Mobile numbers and email:**

Mr. Allen Austine D.Silva, Reservation and Support Officer, Mobile: 01714168836

E-mail: [ccdbtrg@bangla.net](mailto:ccdbtrg@bangla.net), [hopetrg@bangla.net](mailto:hopetrg@bangla.net), Mr. Kalipada Sarker, Manager

Mobile: 01914848743, E-mail: [hopeccdb@bangla.net](mailto:hopeccdb@bangla.net), [kalipada.sarker@yahoo.com](mailto:kalipada.sarker@yahoo.com)

**Address:** HOPE Foundation, Vill- Baroipara (Adjacent to Nandon Park) P.O: Baroipara-1750, P.S: Ashulia, Up- Savar, Dist: Dhaka.Web: hopefoundation-bd.org

**Contract Signature:**

This terms of reference duly filled in by the users, is to be signed and confirmed by both the parties at least 10 days before the event starts.

Paid Taka……………………………………… Nill…………………………………….. 60% of expenses as advance for the event.

Prepared by Reserved by Approved by

Name: Name: Name:

Designation: Designation: Designation:

Date: Date: Date: