



## INDIA INTERNATIONAL CENTRE

40, Max Mueller Marg, New Delhi 110003

Telephone: 24619431 Fax: 91-11-24627751 E-mail: [hostel.iic@nic.in](mailto:hostel.iic@nic.in)

### HOSTEL TARIFF & RULES / PROCEDURES

(w.e.f. 1st November, 2013)

#### FOR INDIAN NATIONALS

Membership Category	Single Room Rs.	Double Room (New Wing) Rs.	Double Room (Old Wing) Rs.	Double Room Annexe Rs.	Additional Bed Rs.
1. Life Members/ Members / Associate Members / Overseas Associate Members	1050	2530	3040	2530	190
2. Corporate Associate Members / Corporate Members (institutions)	1050	2640	3170	2640	200
3. Corporate Members/ Foreign Institutions / Corporate Associate Members (Business Category)	2200	4070	4880	4070	220
4. Temporary Members	2200	4070	4880	4070	220
5. Nominee of Corporate Foundation and University Members	770	2260	2710	2260	190

Note: Kindly refer to the attached important Rules / Procedures.

Rates include 10% service charge.

❖ Service Tax is applicable for rooms with rent of Rs. 1000/- and above.



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### HOSTEL TARIFF & RULES / PROCEDURES

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#### FOR FOREIGN NATIONALS

Membership Category	Single Room US\$	Double Room (New Wing) US\$	Double Room Annexe US\$	Double Room (Old Wing) US\$	Additional Bed US\$
1. Life Members/ Members / Associate Members / Overseas Associate Members and Corporate Associate Members (Institutions) / Universities	66	110	110	132	40
2. Temporary Members/ Corporate Members Foreign Institutions / Corporate Associate Members (Business Category)	100	154	154	185	44

Note: Kindly refer to the attached important Rules / Procedures



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### **IMPORTANT RULES / PROCEDURES**

- Accommodation in the Centre and its Annexe is meant for Members.
- All meals are available on á la carte basis.
- Room Service - Round the Clock (limited items) is available.
- Check-in and Check-out time: 12 Noon.
- Bills are to be settled on presentation or before departure.
- No provision for additional beds in the Annexe.
- The Guest of a Member will be enrolled as a Temporary Member on payment of Rs. 393.26/- (US\$ 34 for Foreign Nationals) – valid for 30 days.

### **BOOKING OF ROOMS**

- Requests from individual Members shall be considered for booking upto a maximum of 4 rooms at a time.  
Requests from Corporate Foundation / Corporate Members shall be considered for booking upto a maximum of 4 rooms at a time.
- CA (Corporate Associate) Members can book 2 Rooms at a time.
- Members residing in Delhi / NCR shall get lower priority than outstation members for booking of rooms for their own use.
- Rooms can be booked six months in advance by all members, whether residing in India or abroad.
- Reservation for group bookings shall be confirmed only on receipt of 100% advance.
- The hostel room is to be used only for residential purpose.
- No arrangement is allowed for press conference, meeting, party etc. in the hostel rooms.
- Members residing in India can book accommodation, for a maximum period of 10 days in a month.  
The period of stay can be extended to a maximum of 15 days, in a month, in each case, subject to availability of rooms.
- Members residing outside India can book accommodation for a maximum period of 30 days in a quarter.  
The period of stay can be extended maximum upto 45 days in a quarter in each case, subject to the availability of rooms.

### **GROUP BOOKINGS**

- Corporate Members can make group bookings for a maximum of 5 rooms at a time.
- In case of group bookings, 100% advance for the entire period of stay will be collected at the time of the booking.

## **CONFIRMATION OF RESERVATION**

- Verbal requests from Members for allotment of rooms shall be taken as Provisional Bookings. Allotment of rooms shall be effected only on receipt of written communication / Fax / E-mail / letter from the Member concerned within 3 days of his / her request. If the written communication is not received within 3 days, provisional bookings will be cancelled.

## **CANCELLATIONS**

### **For Group Bookings**

- In the event of cancellations made 15 days prior to the arrival date, the full amount made as advance payment will be refunded.
- If cancellations are made 7-14 days prior to the arrival date, an amount equal to one day's rent of the rooms booked will be deducted from the advances.
- If cancellations are made less than 7 days prior to the arrival date, the full rent due for the entire period of the booking will be retained.

### **For Individual Bookings:**

- If room cancellations are made with less than 72 hours remaining from the occupancy date, the full room rent for those dates (excluding the service tax) will be charged to the Member. However, for occupancy dates beyond 72 hours from the date of receipt of the cancellation notice, the entire room rent will be refunded.

## **RETENTION**

When guests fail to turn up without prior notice or information, it is considered as 'no-show'.

- For Group Bookings, if no-shows occur, the full rent due for the entire period of the bookings will be retained.
- For Individual Bookings, if no-shows occur, the full rent due for the entire period of the bookings will be charged.
- In case of guests, the Members sponsoring the guests will be required to pay the retention charges.

## **EXTENSION / OVERSTAY**

- Guests' requests for overstay would be accommodated by the Reservation (upto next 48 hours), if rooms are available, after adjusting wait-listed Members provided written requests are made by the guests.
- If rooms are not available, then the Reservation Desk will inform the guest and the guest will have to vacate the room. In the event of failure to vacate, a penalty amounting to four times the room's rent will be levied.
- Extensions which do not fall within the process mentioned above will not be possible.
- In case of overstays or extensions by guests without permissions, the following penalties will be imposed:
  - a) Rent will be charged at four times the normal rate.
  - b) All room services will be suspended.

**NOTE:** The above may kindly be read in conjunction with the Rules already circulated to Members. Copies are available with the Receptionist on duty.