



THE LEELA

PALACES HOTELS RESORTS

Business Centre Boardroom Rates

Office Room (One Hour)	2,750
Office Room (Half Day)	9,500
Office Room (Full Day)	17,000
Six Seater (One Hour)	3,250
Six Seater (Half Day)	9,500
Six Seater (Full Day)	17,000
Eight Seater (One Hour)	3,750
Eight Seater (Half Day)	12,000
Eight Seater (Full Day)	20,000
Ten Seater (One Hour)	4,250
Ten Seater (Half Day)	14,000
Ten Seater (Full Day)	23,000

- Full Day Board Room bookings are inclusive of two rounds of complimentary tea/coffee service, and one round of service for Half Day bookings.
- All rates are Exclusive of service Tax at 18 %

General Terms & Conditions and Cancellation Policy

- All non-confirmed conference bookings will be cancelled within 48 hours of the conference date.
- Any confirmed conference cancelled within 48-24 hrs will be charged retention of 50% of the expected revenue.
- Any confirmed conference cancelled on day will be charged 100% of the expected revenue.

- The host will be liable to pay for any missing and damages done to business center amenities by self, invitees, vendors or contractors.
- Usage of extra hours of board room will be charged INR 3250 for 6 Seater Boardroom, INR 3750 for 8 Seater Boardroom and INR 4250 for 10 Seater Boardroom per hour.

Print (Per Page)

	1 – 10 Pages	11 – 50 Pages	51 – 100 Pages	100 + Pages
Colour	100	75	50	30
Black & White	25	20	15	10
Scanning	25	20	15	10

Photocopy (Per Page)

	1 – 10 Pages	11 – 50 Pages	51 – 100 Pages	100 + Pages
A4 Size	20	10	5	5
2 – Sided A4	30	25	15	10

Retail

Binding Minimum	200
Blank DVD	150
Lamination Per Page	150
Plain Transparent	50
Plain Folder	50

Telephone (Per Minutes)

ISD (International)	200
STD (National)	60
Local	10

Facsimile (Per Minutes)

Fax ISD (International)	250
Fax STD (National)	100
Local	50

