

The Institution of Engineers (India)



HP State Centre Shimla

RULES/GUIDELINES FOR ALLOTMENT OF ACCOMMODATION IN IEI GUEST HOUSE AT SHIMLA:

The IEI Corporate Members and guests are requested to observe the following terms and conditions for requisition of accommodation in IEI Guest House at HP State Centre, Shimla:

DEFINITIONS:

1. **Official Guest:** Means those person(s) invited by way of a written communication/email/telephone/fax by the State Centre Executive Committee to attend the official engagements at the State Centre.
2. **Non-Official Guest:** Means a person IEI corporate member / Non-member visiting Shimla for his/her personal purposes.

TERMS AND CONDITIONS:

1. Request for Reservation of accommodation under different categories is to be made on the performa specified only. Request received through email or telephone will subject to verification of valid ID only.
2. No charges on account of lodging and boarding shall be levied on the Official Guests on day of the official engagement and the one pre/post consecutive day of such meeting.
3. Member guests shall have priority on Non-Members guests.
4. A valid government-issued photo identification document is required at check-in.
5. IEI Corporate Members requiring accommodation for their wards or family members are required to forward their requisition through their reference.
6. For Non-Member Guests, the request for an accommodation will be accepted only on recommendation from a member of HP State Executive Committee.
7. The accommodation in the Guest House shall be provided to the people in the order of precedence. The management of IEI guest house may at its discretion cancel a booking or offer alternate room accommodation to allotted earlier.
8. The allottee must be at least 18 years of age to check-in and register for a room.
9. One day minimum charge shall be levied for all bookings unless these are cancelled at least 24 hrs. before the commencement of the bookings. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date. One day will be counted on 24 hrs. basis or a part thereof commencing the time of arrival.
10. Not more than two persons will be allowed in the each double bed room. The maximum number of guests per room is either 2 adults + 2 children (below 12

- years old). Children have to sleep in the existing bedding of a room shared with a paying adult. No additional mattress will be provided in any case.
11. Booking is not permitted for a person undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
 12. Pets/Dogs/Cats etc. are not allowed in the Guest House. Self-cooking by guests using electric cookers/heaters is not allowed.
 13. Govt. of India clearance is required for the guest/visitors holding foreign passport for staying in the IEI Guest House.
 14. In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest.
 15. The Check-in time is from 3:00pm and check-out time is by 11:00 am. Late check-outs will only subject to room availability and occupancy level.
 16. The occupant shall indemnify and hold the Guest House harmless in respect of any liability, loss, damage, cost and expense of any nature arising out of, and/or in connection with the acceptance of the reservation by the Guest House.
 17. Reservation/Booking of accommodation in the guest house shall not confer on the allottee any right to tenancy of the premises and the IEI authority shall have the right to get the rooms vacated at any time without giving any notice or assigning any reason in case of any unauthorised stay/over stay.
 18. The guest House is under the administrative control of the Chairman IEI State Centre, Shimla. The guest is expected to maintain harmony and good behaviour during his/her stay.
 19. No un-authorized person shall be allowed to stay in the Guest House.
 20. The IEI State Centre shall not be responsible for any loss or damage to a person or his belonging during his/her stay in the Guest House.
 21. Person using the Guest House will have to pay for the damages caused by them to the building or furniture or fixtures or any other property of IEI during his/her stay.
 22. Request for non-official booking shall be confirmed not earlier than 15 days in advance.
 23. Non-official guests will be charged at the rates specified below:
 - a) VIP Room [@ ₹. 999/- per day for non-members & @ ₹. 500/- per day for Members] + Food charges as per Menu.
 - b) Normal Room [@ ₹. 800/- per day for non-members & @ ₹. 400/- per day for Members] + Food charges as per Menu.(Rates are subject to revision from time to time as decided by the State Centre Executive Committee.)
 24. The maximum period of stay booking for non-official guest shall 3 night/4 days.
Detailed rules and regulations are given in the file available with care taker of guest house.

By Order

CHAIRMAN
IEI HP State Centre Shimla