

RENAISSANCE MUMBAI HOTEL AND
CONVENTION CENTRE

#2 & 3B | Near Chinmayanand Ashram | Powai |
Mumbai | 400 087 India
www.renaissancemumbai.com

events by Renaissance



info

breakfast breaks lunch reception dinner beverage healthy technology info

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food and beverage

due to liability and legal restrictions, no outside food and beverage may be brought into the hotel. The hotel reserves the right to charge for any beverages and food supplied in violation of this policy. The hotel specifically prohibits the removal of food from any catered function by the client or any of the invitees. If alcoholic beverages are to be served on hotel premise, the hotel will require that all beverages are dispensed by the hotel servers and bartenders. The hotel's alcoholic beverage license requires the hotel to (1) request proper identification of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person, who, in the hotel's judgment, appears intoxicated.

banquet menus

menu selections for all banquet events should be submitted to your event manager a minimum of seven (7) business days prior to the event start date to ensure our entire staff can adequately prepare to accommodate your needs. Banquet event orders will then be generated by your event manager to review and approve to confirm all event details.

guarantees

to ensure the success of your event, it is necessary that you provide us with the exact number of guests in attendance for each function, at least three (3) business days prior. This number will become your guarantee, not subject to reduction. In lieu of a guarantee, the greater number of your contracted attendance or actual number of guests will become your guarantee. The hotel will accommodate 10 percent over your guarantee.

menu pricing

we strive to use fresh, local ingredients in preparing your menu. due to market conditions, menu prices may change without notice unless confirmed by a signed banquet event order. we request you to get in touch with the hotel catering sales team for menu pricing.

applicable tax

all food will be taxed at 10.3% .

alcoholic beverages would be taxed at 35.3%

non-alcoholic beverages would be taxed at 22.8%

audio-visual equipment at 10.3%.

kindly note that all government applicable taxes are subject to change.

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licenses

the hotel would have no obligations towards procuring licenses and necessary permissions for the event. Also, the hotel holds no responsibility with regards to any legal obligations what so ever. the following licenses would have to be procured and a copy of the same needs to be given to your event manager 24 hours in advance.

- premise license – for entertainment programme
- permission from rangbhumi prayog - for entertainment programme.
- performance license- for entertainment programme.
- temporary building construction- for hangars, pandals.
- permission to use loudspeaker- for sound system outside till 2200hrs.

- NOC from entertainment department- for all entertainment performance and clearance regarding tax.

- F&B service issued by BMC health department- for service in the temporary structure mode.

- BIG music license- for DJ, entertainment

- liquor license- for service of alcoholic beverages.

- IPRS license- for entertainment programme.

- PWD license- required for external generator.

- phonographic performance license- for DJ, entertainment

deposit and credit

events are confirmed on receipt of deposit. Unless prior credit is established, prepayment is required for all events.

audio visual

the Renaissance Mumbai hotel's in-house event technology department is a full service operation.

Please see their list of equipment noted in these menus.

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valet parking & security

please consult with your event manager on any anticipated valet parking needs for your guests prior to the event. The hotel can accommodate 20-30 cars and shuttle services are available for self-driven cars. routine security services are provided by the hotel. However the guest or organization will be responsible for ordering and paying for any additional security required by the organization to protect exhibits, merchandise, or to monitor attendance of any event.

In the event that additional security is deemed necessary to protect the hotel as a result of this event, arrangements will be made by the hotel and charged to the organization or guest.

convention material storage and handling

due to limited storage space, the hotel requests that shipments not arrive any earlier than one day prior to group arrival against an indemnification letter from the guest stating that the hotel would not be responsible for the stored luggage. Please advise your event manager after the final contract is signed about the delivery and set-up schedule, as well as your shipping and receiving needs including the quantity of boxes to be received by our hotel. Please reference items with the following information:

Event Name

On-Site Contact

c/o your assigned event manager

Date of Event

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Powai, Mumbai 400087

function space

the hotel has reserved adequate function space based on the contracted number of people and set requirements. Should the number of people or set requirements change, the hotel reserves the right to reassign any or all of the function space to accommodate both the group and any other group utilizing the facilities and services of the hotel. The hotel does not guarantee that event space not outlined on the contractual event agenda will be available.

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vendor set up and tear down

exhibit companies, florists, decorator and entertainers must schedule their move-in and move-out times with the appropriate hotel event manager. All move-in and move-out must occur through the appropriate service area. The hotel cannot be responsible for items left behind. In addition, vendors are responsible for removing their own trash.

wedding decorations

décor should be arranged through the hotel or hotel approved vendors. outside vendors are not allowed. For best results, please let our professional assist you in coordinating arrangements for themes and theme props, florals, and any ambience enhancements.

signage/ displays/ damages

pre-approved signage is permitted in registration areas and immediately outside function rooms. Any additional locations must be approved in advance with event management. All signs must be of professional quality. The hotel will not permit affixing of anything to the walls, floors or ceilings of the rooms with nails, staples, pushpins, tape or any substance. In the event this is done without authorization and any damage is suffered, the cost of repair and/or replacement will be charged to the patron. The hotel is not responsible for the retention or removal of any signs, banners, decorations, audio visual or other equipment used in the hotel which is procured from outside. All décor must be approved by the hotel and all displays or exhibits must conform to the fire safety code undertaken at the hotel.

in house facilities

our well appointed rooms offer relaxing views across the lake and into the hills.

the hotel has a fully equipped business centre including personal offices.

emperors court, the authentic oriental restaurant.

lake view café, the all day dining, featuring an international buffet.

bombay express, deli and pastry shop.

nawab saheb, a culinary journey from the northwest frontier of india.

A bar with live entertainment and an international selection of spirits & wines.

velvet lounge mixing international cuisine with stylish cocktails.

club Renaissance offering a state-of-the-art gymnasium and spa.

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CANCELLATION PERIOD	ROOM AND CATERING CHARGES
Up to 91 days prior to arrival	25% of Room and Catering Charges
90 to 61 days prior to arrival	50% of Room and Catering Charges
60 to 31 days prior to arrival	75% of Room and Catering Charges
Within 30 days prior to arrival	100% of Total Room and Catering Charges

SEQUENCE OF DEPOSIT	DEPOSIT FOR CATERING/ ROOMS
Good Faith Deposit (Signed Contract)	25% of Room and Catering Charges (Non - Refundable)
3 months prior	25% of Room and Catering Charges
2 months prior	25% of Room and Catering Charges
1 month prior	25% of Room and Catering Charges
Remaining Balance	Prior to Group Departure