



USO

INTERNATIONAL CENTRE

SINCE 1989

Situated within the complex of USO House, USO International Centre (USOIC) provides residential and conference facilities to private corporations, educational institutions, government bodies and NGO's for conducting education-related training programs, workshops conferences or meetings.

Located in the peaceful and prestigious institutional area of South Delhi's educational corridor, we are the preferred venue of many establishments.

**USO House, USO Road,
6, Special Institutional Area, New Delhi - 110 067
(011) 4010-8825 / 4010-8835 / 96500-19620
bookings@usindia.org**



CONFERENCE FACILITIES PER DAY CHARGES

CURIE

Capacity: 25 persons

Half Day - ₹4,000

Full Day - ₹7,000

DARWIN

Capacity: 50 persons

Half Day - ₹6,500

Full Day - ₹11,000

EINSTEIN

Capacity: 70 persons

Half Day - ₹7,500

Full Day - ₹12,000

NEWTON

Capacity: 50 persons

Half Day - ₹6,500

Full Day - ₹11,000

REG. ROOM

Capacity: 10 persons

Half Day - ₹2,500

Full Day - ₹4,000

OTHER CHARGES (DAILY)

- Extra hour usage - ₹600
- Mattresses (floor seating) - ₹300
- Screen & Projector - ₹1,500
- Lectern with Mic - ₹750
- Cordless Mic - ₹350
- GST - 18% shall apply

NOTE

- Half Day - 9am - 1 pm / 2pm - 6 pm
- Full Day - 9 am - 6 pm
- Free wi-fi offered
- Ergonomic chairs
- Heating and cooling facility
- Customized seating arrangement



RESIDENTIAL ACCOMODATION PER DAY, PER ROOM CHARGES

ATTACHED BATH

Newly renovated rooms

Single - ₹2,200
Double - ₹3,200
Triple - ₹4,200

COMMON BATH

Toilets and bathing area separate
Men's & Women's area separate

Single - ₹1,000
Double - ₹1,500
Triple - ₹2,000
4-bedded - ₹3,000 (1-room)

NOTE

- Check-in time: 2 pm
- Check-out time: 12 noon
- 20% surcharge for foreign guests
- Indian breakfast included for overnight guests
- Lunch and dinner provided on request (extra cost)
- Air-conditioned rooms
- Luggage storage available
- GST - 12%



FOOD CHARGES PER DAY, PER PERSON

BREAKFAST

Indian Breakfast - ₹175
Continental Breakfast - ₹200

Indian Breakfast options:

Veg-paratha; Allo-puri; Idli-sambar; Vada sambar; Bread-roll;
Daliya; Poha; Paneer-chilla;
Uttappam

Continental Breakfast options:

Milk-cornflakes + bread-butter-jam + egg

LUNCH / DINNER

Thali (limited portion) - ₹200

Buffet + 1 Veg Dish - ₹325
Buffet + 1 Paneer Dish - ₹425
Buffet + 1 Egg Dish - ₹450
Buffet + 1 Chicken Dish - ₹550
Buffet + 1 Mutton Dish - ₹650

Thali Inclusions:

Dal; Sabzi; Rice; Roti; Raita; Salad

Buffet (Unlimited portions):

Dal; 1 Sabzi; Rice; Roti; Salad;
Achar; Papad; Sweet Dish

NOTE

- Tea / coffee with breakfast included
- Thali has pre-served quantities
- Menu customization possible
- Chinese / Continental Menu available
- GST - 5%



TERMS AND CONDITIONS

Reservation

1. Reservations require emailed duly-filled form or email from an official ID and advance 50% payment.
2. A confirmation email from USOIC guarantees the reservation.
3. A list of attendees is to be emailed no later than 1 day prior to the event.
4. Participants/attendees are required to present their photo ID cards upon arrival.

Conference Rooms

1. Half-day rates are for 4-hour usage. Timings: 9 am to 1 pm or 2 pm to 6 pm.
2. Per-hour usage beyond 4 hours (as above) shall apply.
3. An extra charge shall apply for usage beyond 8 hours per day.
4. Use of Conference Rooms is not permitted beyond 10 pm.
5. Equipment requirements must be specified during reservation.
6. You will be directly responsible for replacing or fixing damaged equipment.
7. Requirement for stationary, pens, paper clips, push-pins etc. should be made in advance.

Food & Beverage

1. Any requirement for food and/or beverage is through USOIC kitchen only.
2. No food or drink is permitted from outside. No exceptions.
3. Customizable menu option (10% charge) available at request.

Accommodation

1. Check-in: 2 pm; Check-out: 12 pm (noon).
2. For early morning guest arrivals (before check-in time), half-day charges shall apply for arrival starting from 6 am.
3. USOIC is not liable for loss of any personal articles/valuables.
4. Guests are responsible for any missing items from the rooms (towels, glass, jug, bed sheets, blankets etc.) and shall be charged Rs. 1,000 penalty in addition to the replacement value of each missing article. Charges are to be added to the bill.

Prices & Taxes

1. USOIC reserves the right to change prices without notice.
2. Prices indicated are subject to all applicable government taxes and levies.
3. Applicable GST is as follows: conference rooms: 18%; accommodation: 12%; food and drink: 5%.

Billing

1. The final bill shall be emailed post-event, and requires no signature. (Hard copy provided on an exception basis only).
2. Deviation of reservation and actual may not be more than 15%.
3. Should there be more attendees (15% from registration), a 5% surcharge shall be applicable to the higher numbers.
4. Should there be fewer attendees, billing to be done on the number as per reservation, along with a surcharge of 5%.

Payment

1. Payments are to be made via cheque, bank transfer, UPI, or any other mode of digital payment. No cash payment will be accepted.
2. Any remaining payment must be settled within 15 days after the end of the event.
3. Payments beyond 15 days (from the bill issued) shall attract an interest of 12% per month on the total. No exceptions.

Cancellation

1. Cancellation of your event must be communicated at the earliest.
2. Cancellation fees of 25% shall apply (on the entire event cost) 8 days prior to the event.
3. Cancellation fees of 50% shall apply (on the entire event cost) 1 week prior to the event.
4. You will be liable to pay 100% towards any cancellations made 6 days or less prior to the event.
5. For no cancellation, a full event (as per reservation) shall be applicable.

Change in event

1. In case of event postponement, advance payment is to be used towards your next event, no more than the following 3 months.
2. Should the event be postponed indefinitely or beyond 3 months, a 25% cancellation fee on the complete event amount shall be applicable.
3. All advance amounts are to be utilized in the same financial year.
4. Any advance amount not used beyond the financial year is not prone to any adjustments or refunds.

Reimbursements

1. Reimbursement requests should be made on organisation letterhead and duly signed by at least two authorised signatories. Reason to be specified.
2. Refunds are to be made directly to the organisation via cheque/wire transfer.
3. Request for the refund to an authorised officer to be made via a letter from the organisation with the name of the individual, with copies of PAN and Aadhar cards.

Cleanliness

1. A cleanliness fee of Rs. 1,000 per day shall apply, should meeting rooms be vacated in an unclean manner.
2. Anyone found spitting, littering or smoking is to be fined Rs. 5,000 per instance.

Others

1. Parking is available on the premises (first come basis). USO House is not liable for any loss of articles.
2. Painting charges of Rs. 35,000 shall apply should walls have shoe marks, tape, stickers, writing, damage etc.
3. Foreign guests shall be charged an additional 20% (on accommodation separately).
4. For any clarification, our offices may be contacted.



WEEKLY BUFFET MENU

| | BREAKFAST | LUNCH | SNACKS | DINNER |
|-----------|--|---|---|--|
| MONDAY | Masala Omelette Toast with Butter-Jam Tea/Coffee | Jeera Rice, Dal Makhani, Mutter Paneer, Aloo Gobi, Chicken Curry Plain Roti/Tandoori Roti, Salad-Papad-Achar-Curd, Gulab Jamun | Assorted Veg. Pakora, Green Chutney, Tomato Sauce | Plain Rice, Dal Channa Urad, Malai Kofta, Bhindi-do-Paiza, Mutton Rogan Josh /Fish Curry, Plain Roti/Tandoori Roti, Salad-Papad-Achar- Bundi Raita, Kheer |
| TUESDAY | Sambar Vada Tea/Coffee | Plain Rice, Kadi-Pakora, Mix Veg., Palak Paneer, Keema Masala, Plain Roti/Tandoori Roti, Salad-Papad-Achar-Curd, Fruit Custard | Veg. Burger, Green Chutney, Tomato Sauce | Plain Rice, Dal Arhar, Paneer Masala, Aloo Bandgobi / jeera Aloo, Egg Curry, Plain Roti/Tandoori Roti, Salad- Papad-Achar-Mix Raita, Jalebi |
| WEDNESDAY | Mooli Paratha / Aloo Paratha with Plain Curd Tea / Coffee | Veg. Pulao, Rajma, Mutter Mushroom, Shahi Paneer, Chicken Kadai, Plain Roti/Tandoori Roti, Salad-Papad-Achar- Kheera Raita, Rasgulla | Paneer Pakora, Green Chutney, Tomato Sauce | Plain Rice, Dal Malka Sabut, Sarsaon Saag, Paneer Bhujia, Mutton Masala, Plain Roti/Tandoori Roti, Salad- Papad-Achar-Pineapple Raita, Sevaian |
| THURSDAY | Plain Omelette Toast with Butter-Jam Tea/Coffee | Mutter Pulao, Dal Channa Masala, Kadai Paneer, Aloo Shimla Mirch, Chicken Saagwala, Plain Roti/Tandoori Roti, Salad-Papad-Achar-Aloo Raita, Moong Halwa | Bread Pakora, Green Chutney, Tomato Sauce | Rice, Dal Kala Channa, Paneer Lababdaar, Aloo Baigan, Keema Curry, Plain Roti/Tandoori Roti, Salad-Papad-Achar- Bundi Raita, Fruit Salad |
| FRIDAY | Aloo Puri Tea/Coffee | Jeera Pulao, Dal Lobia, Aloo Mutter Dry, Paneer Makhani, Mutton Curry, Plain Roti/Tandoori Roti, Salad-Papad-Achar- Boondi Raita, Ice Cream/Gulab Jamun | Bread Roll Green Chutney, Tomato Sauce | Rice, Dal Moong Dhuli, Bhindi Masala, Paneer Kofta, Chicken Dahi Wala, Plain Roti/Tandoori Roti, Salad-Papad-Achar-Curd, Sooji Halwa |
| SATURDAY | Idli Sambar Tea/Coffee | Rice, Paneer Pulao, Dal Tadka, Paneer Butter Masala, Chicken Curry, Plain Roti/Tandoori Roti, Salad-Papad-Achar- Ghiya Raita, Gajar Ka-Halwa | Mixed Veg. Cutlet, Green Chutney, Tomato Sauce | Matar Pulao, Dal Channa Ghiya, Aloo Methi, Dum Aloo, Egg Curry, Plain Roti/Tandoori Roti, Salad-Papad-Achar-Curd, Kheer |
| SUNDAY | Gobi Paratha / Aloo Paratha Tea/Coffee | Veg. Pulao, Dal Channa Urad Chilka, Aloo Beans, Paneer Lababdaar, Mutton Masala, Plain Roti/Tandoori Roti, Salad- Papad-Achar-Mix Raita, Gulab Jamun | Cocktail Samosa, Green Chutney, Tomato Sauce | Rice, Dal Mix, Baigan ka Bharta, Paneer Masala, Chicken Masala, Plain Roti/Tandoori Roti, Salad- Papad-Achar-Curd, Mini Cake/Pastry |



FOOD MENU (BREAKFAST)

INDIAN

Veg-paratha
Allo-puri
Idli-sambar
Vada sambar
Bread-roll
Daliya
Poha
Paneer-chilla
Uttappam

Tea / Coffee included



CONTINENTAL

Milk-cornflakes
Bread / Toast
Butter and Jam
Egg

Tea / Coffee included



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FOOD MENU (VEGETARIAN)



VEG. DISHES

Daal Tadka
Daal Makhani
Chana Masala
Rajma Masala
Mix Veg Handi
Aloo Gobhi
Jeera Aloo
Mushroom Masala
Bhindi Do Pyaza
Bhindi Masala

PANEER DISHES

Shahi Paneer
Kadahi Paneer
Paneer Lababdar
Palak Paneer
Paneer Butter Masala
Methi Malai Paneer
Malai Kofta
Masala Champ
Makhani Champ



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FOOD MENU (NON-VEGETARIAN)



NON - VEG. DISHES

Chicken Curry
Butter Chicken
Kadahi Chicken
Chicken Mumtaaz
Chicken Korma
Tawa Chicken
Saag Chicken
Chicken Tikka Masala
Chicken Do Pyaza

Chicken Kali Mirch
Mutton Rogan Josh
Mutton Rara
Mutton Korma
Mutton Do Pyaza
Mutton Saag
Tawa Fish
Fish Fry
Fish Curry



FOOD MENU

(RICE, BREAD, SALAD, RAITA)

BREAD

Tawa Roti
Tandoori Roti
Butter Roti
Missi Roti
Lachha Parantha
Paneer Parantha
Plain Naan
Butter Naan
Garlic Naan

RICE

Plain Rice
Jeera Rice
Peas Pulao
Mixed Veg. Pulao



SALAD & RAITA

Green Salad
Boondi Raita
Mix Raita
Pine Apple Raita

DESSERTS

Gulab Jamun
Carrot Halwa
Kheer
Fruit Custard



FOOD MENU (CHINESE)

SOUP

Sweet Corn Soup
Hot & Sour Soup
Tamato Soup

NOODLES

Hakka Noodles
Butter Noodles
Chilly Garlic Noodles
Singapore Noodles



RICE

Fried Rice
Egg Fried Rice
Sweet & Saur Rice
Mix Fried Rice

MAIN DISHES

Chilli Potato
Chilli Paneer
Crispy Vegies
Manchurian (Veg / Non-veg)



FOOD MENU (SNACK & BEVERAGE)

SNACK

Mini Samosa (2-piece) - ₹50

Veg. Cutlet (2-piece) - ₹50

Bread Pakoras (2-piece) - ₹70

Veg. Sandwich (2-piece) - ₹70

Mix Veg Pakoras - ₹100

Paneer Pakoras - ₹125

BEVERAGE

Lemon Water - ₹25

Milk (Hot or Cold) - ₹45

Tea (disposal cup) - ₹30

Tea with cookies - ₹50

Coffee (disposal cup) - ₹35

Coffee with cookies - ₹60

