



**USO INTERNATIONAL CENTRE**

SINCE 1989

## TERMS AND CONDITIONS

### Reservation

1. Reservations require an 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 the 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.



# 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**

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Rates as of Feb 1, 2024

**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



Rates as of Feb 1, 2024

**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
- Snacks available
- Thali has pre-served quantities
- Menu customization possible
- Chinese / Continental Menu available
- GST - 5%