



SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

Accredited by NAAC and MBA Programme Accredited by NBA

Approved by the All India Council for Technical Education & Affiliated to M. G. University

This is to certify that Courtyard by Marriott Kochi Airport (The First party) and SCMS School of Technology and Management (The second party) mutually agree to do event management for the programmes conducted by SSTM. The Terms and conditions will be the same as mentioned in the MoU signed on 05.12.2018.

Name of MoU	Consultancy Service
Name of institutions / industry with home the MoU is made	Courtyard by Marriott Kochi Airport
Activities under MoU	Event Management
Start date	05/12/2018
End date	Perpetual


Dr. G Sashi Kumar
Principal- SSTM





SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA

5. Courtyard by Marriott Kochi Airport



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CATERING SALES AGREEMENT

The following agreement between the Courtyard by Marriott Kochi Airport and SCMS School Of Technology & Management outlines specific conditions and services to be provided.

CLIENT NAME	SCMS School Of Technology & Management
CONTACT	Dr. Sashi Kumar
ADDRESS	Prathap Nagar, Muttom, Cochin-683106
PHONE NUMBER	+91 9995275908
E MAIL	vigneshkarthik@scmsgroup.org
PROGRAM DATES	15 th December 2018 & 17 th December 2018
ANTICIPATED ATTENDANCE	40+40
DATE OF ISSUE OF CONTRACT	5 th December 2018

FUNCTION SPACE & FUNCTION INFORMATION AGENDA / EVENT AGENDA

Based on the anticipated requirements for the Client, the Hotel has reserved the function space over the dates of, 15th December 2018 & 17th December 2018.

Event Agenda:

Date & Day	Time	Type of Function	Course	Minimum Guarantee	Expected no. of people	Venue
15 th December 2018	11:00 AM 03:00 PM	Dining Etiquette Training	Buffet Lunch with 01 sessions of tea, coffee and cookies	40	43	Meeting Room 1 & 2
17 th December 2018	11:00 AM 03:00 PM			40	43	

Should the actual number of participants exceed the above expected number, a 20% surcharge would be applicable on the package rate.

Prices at Courtyard by Marriott, Kochi Airport

> Classic Meeting Package INR 1180 AI per person inclusive of:

- o Hall Rent as per the above duration
- o Cover set-up with napkins
- o Buffet Lunch-(02 Salads, 01 soup, 02 non-veg main course, 02 veg main course, 01 dal, 02 rice varieties, assorted Indian breads, 03 desserts)
- o 01 session of tea, coffee and cookies
- o Certificates for the Students attending the Class.

SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN- 683 106

Phone: 91-484-2625004, 2625005, 2630790 Fax: 91-484-2625006 E-mail: sstm@scmsgroup.org Website: www.scmsgroup.org/sstm



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COURTYARD

Marriott

KOCHI AIRPORT

- Meal Prices are subject to the Minimum Guarantee commitments. In case of reductions in the guaranteed attendees prior to the event, the hotel reserves the right to revise the per person meal prices.
- If Guest uses any Extra services (Apart from Meeting package), the same will be charged on actual consumption or usage.

Any special request for your conference could be organized at an extra charge.

MINIMUM GUARANTEES AND MENUS

The Client will automatically guarantee the number of meals required for the events mentioned above. If the final materialization of guests fall below the guaranteed number mentioned below, the differences would be charged to the master account. In order to ensure quality and consistency of our product, we will require the related menus to be finalized 07 days prior to your event. Thereafter, we will proceed to make the necessary arrangements on the purchase of the ingredients. In case of any upward revision in the number of attendees the same will have to be communicated to the hotel not later than 07 days prior to the event starts.

DAMAGE CLAUSE

The Client will take full responsibility for any damages incurred during the construction / dismantling of the set up by The Company, staff or guests. The Client agrees to compensate for the same / replace, irrespective of the amount.

FOREIGN CORRUPT PRACTICES ACT (FCPA)

With respect to the Foreign Corrupt Practices Act of 1977, 15 U.S.C. 78dd-1, et seq. ("FCPA"), the Hotel represents and warrants that it has not and will not directly or indirectly offer or pay, or authorize such offer or payment, of any money or anything of value or improperly seek to influence any government official on behalf, or for, . M/s SCMS School Of Technology & Management - Kerala And the Hotel has not accepted, and will not accept, now or in the future, or make such payment for or on the behalf of. M/s SCMS School Of Technology & Management -

Further, Hotel undertakes to promptly update this representation and warranty if (during the term of this Agreement) Hotel, or any of its employees, or individuals, or subcontractors who will be primarily responsible for performing under this Agreement, or a relative of such an employee or individual or subcontractor, becomes a government official or, if a government or government official becomes an owner of the Hotel.

For purposes of this Section, a "government official" is broadly defined as and includes:

- (i) Any elected or appointed government official (e.g., a member of a ministry of health);
- (ii) Any employee or person acting for or on behalf of a government official, agency, or enterprise performing a governmental function;
- (iii) Any political party, officer, employee, or person acting for or on behalf of a political party or candidate for public office; or
- (iv) an employee or person acting for or on behalf of a public international organization; where "government" is meant to include all levels and subdivisions of non-US governments (i.e. ,local, regional, or national and administrative, legislative, or executive).



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COURTYARD

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KOCHI AIRPORT

M/s SCMS School Of Technology & Management - May terminate this Agreement, effective immediately upon notice to Hotel, if M/s SCMS School Of Technology & Management -. Has reason to believe that improper payments are being or have been made to government officials by the Hotel either on behalf of M/s SCMS School Of Technology & Management -. Or in connection with Hotel's provision of services to any third party. In the event of a termination during the event, Hotel shall not be entitled to any further payment after the date of termination, regardless of any activities undertaken or agreements with additional third parties entered into, prior to termination. Hotel shall promptly reimburse M/s SCMS School Of Technology & Management -. For all monies paid if the event has not taken place."

FORCE MAJEURE

The performance of this agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party such as acts of god, war, government regulations, disasters, civil disorder, strikes (except those involving the employees or agents of the parties seeking protection of this clause) or curtailment of transportation facilities-to the extent that such circumstance make it illegal or impossible to provide or use the hotel facilities. The ability to terminate this agreement without liability pursuant to this paragraph is conditional upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical; but in no event later than ten (10) days after learning of such basis. The Company agrees that if the event is cancelled due to FORCE MAJEURE they will rebook in future (within 3 months) as per availability in the hotel. The rates applicable for the re booking option will be as per the hotel strategy for that period

METHOD OF PAYMENT

As per the Hotels policy we would require advance payment on the minimum guarantee prior to the function, the schedule of which is mentioned. The entire amount should be paid in the discussed period limit. The bills will be presented at the end of the function for your review and signature. Cash above Rs.50,000 needs to be with PAN number. Please note that we do not accept Cheques as the mode of payment for the final settlement on the day of the event.

The Company agrees to pay the following advance payment/deposit schedule:

SEQUENCE OF DEPOSIT	DEPOSIT FOR CATERING/ ROOMS
Good Faith Deposit	Signed Contract and LOU & 50% advance of the total amount
Payment	Full Payment before the event
Additional Guests	Full Payment before the event.

CANCELLATION POLICY

The hotel will be holding all the space listed in the contract once the function is confirmed. Should any specified function on any listed date be cancelled, the following cancellation charges will be imposed:

CANCELLATION PERIOD	RETENTION CHARGES
30 days prior to event	25% of the total banquet charges
29-15 days prior to event	50% of total banquet charges
14-8 days prior to event	75% of total banquet charges
7days downward prior to event	100% of total banquet charges



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CHANGES, ADDITIONS & MODIFICATIONS

All changes, additions, deletions, or stipulations by either the Hotel or the client will not be considered agreed to or binding to the other, unless such modification has been initiated or otherwise approved in writing by the other.

ACCEPTANCE

Please sign and return this agreement by, **5th December 2018**. This agreement will constitute a binding contract between the parties. The individual signing below represent that each is authorized to bind his or her party to this agreement.

In the event a fully-signed copy of this agreement is not received by the date above, all meeting space referred to herein will be released, and neither party will have any further obligations under this agreement.


The parties agree that, except for Marriott International, Inc. and its affiliates, a person who is not a party to this agreement shall not have any rights to enforce any term of this agreement

Dr. Sashi Kumar, I believe the forgoing covers all areas pertinent to your function.

SIGNATURES

Approved and authorized by the following persons:

Name : **Dr. Sashi Kumar**

Signature: 

Date:

Prepared by representative of the Courtyard by Marriott Kochi Airport:

Name: **Mr. Kailas Karthikeyan**

Title: **Sales Coordinator**

Date: **5th December 2018**

Authorised by the following representative of the Courtyard by Marriott Kochi Airport:

Name: **Mr. Rakesh Ramachandran**

Title: **Multi Property Associate Director of Sales**

Date: **5th December 2018**


Courtyard by Marriott Kochi Airport

Trainer's Rating

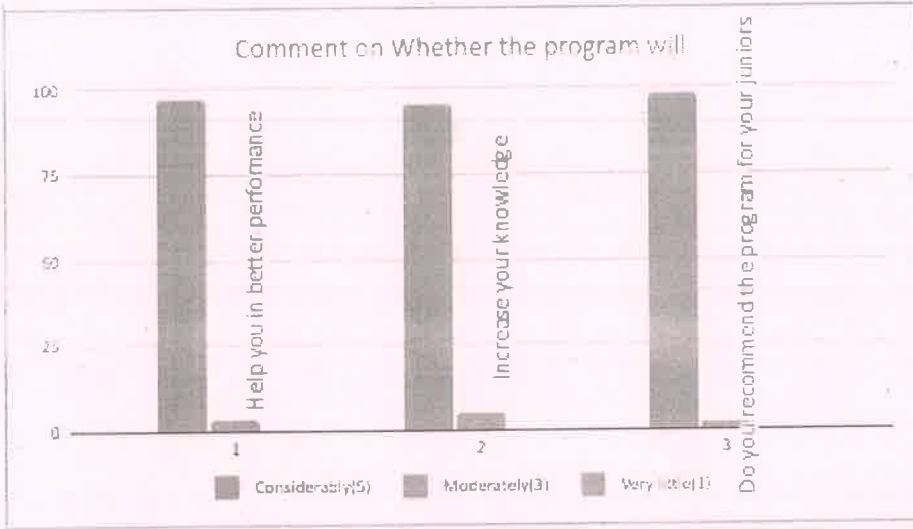
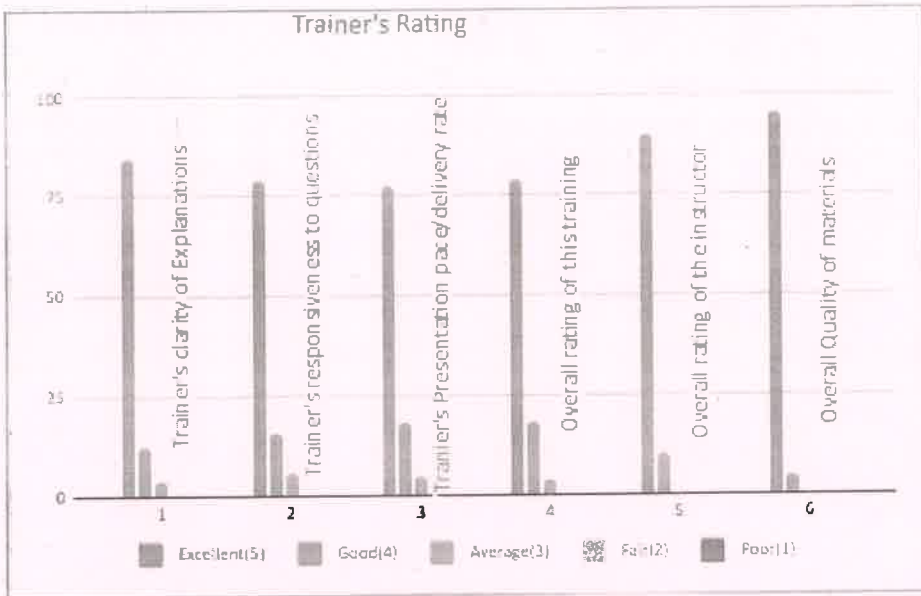
Question No	Question	Response in %				
		Excellent(5)	Good(4)	Average(3)	Fair(2)	Poor(1)
1	Trainer's clarity of Explanations	84.27	12.36	3.37	0.00	0.00
2	Trainer's responsiveness to questions	78.65	15.73	5.62	0.00	0.00
3	Tranier's Presentation pace/delivery rate	77.53	17.98	4.49	0.00	0.00
4	Overall rating of this training	78.65	17.98	3.37	0.00	0.00
5	Overall rating of the instructor	89.89	10.11	0.00	0.00	0.00
6	Overall Quality of materials	95.51	4.49	0.00	0.00	0.00

Comment whether the program will

		Considerably(5)	Moderately(3)	Very little(1)
1	Help you in better performance	73.03	26.97	0.00
2	Increase your knowledge	89.89	10.11	0.00
3	Do you recommend the program for your juniors	95.51	4.49	0.00


Dr. G SASHI KUMAR
 PRINCIPAL
 SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





[Handwritten Signature]

Dr. G SASHI KUMAR
 PRINCIPAL
 SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



[Handwritten Signature]

Dr. G. SASHI KUMAR
 PRINCIPAL
 SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

