

To : All concerned

From : Assistant Director-HRM

Subject : **Fare of Guest House, Conference Hall and Dining Facilities of Principal Office, Dhaka.**

Dear Distinguished Guests,

We are pleased to inform you the following charges have been applicable for the Guest House, Conference Hall and Dining Facilities of COAST Principal Office, Dhaka with effect from April 1, 2015.

Facilities	Description	User & Cost		Remarks/Quality
		Foreign	Local	
Guest House (Total Accommodation 12 persons)	Room Fare (VIP 1 & 2)	USD 35	BDT 1600	AC , 2 beds with attached bath in each room, total 4 beds
	Room Fare	USD 30	BDT 1200	AC , 2 beds with attached bath
	Room Fare	USD 20	BDT 800	Non-AC , 2 beds with common bath (Total room-3, total 6 beds)
	WiFi	Complementary	Complementary	24 Hours
	Phone call	Hand set (Returnable) and recharged by guest)	All country wide calls @BDT 5/min	
	Water	Complementary	Complementary	Drink water purified with Reverse Osmosis Method (KENT Machine)
Conference Hall (Total accommodation 30 persons)	Fare	USD 90	BDT 5000	After 8 hours BDT 2000/USD 20 will be added
	Multimedia	USD 40	BDT 2000	After 8 hours BDT 500/USD 6 will be added
	Sound system	USD 25	BDT 1000	After 8 hours BDT 300/USD 4 will be added
	White board	Complementary	Complementary	
	Stationery & other logistics	Actual	Actual	As per demand
	WiFi	Complementary	Complementary	24 Hours
	Water	Complementary	Complementary	Drink water purified with Reverse Osmosis Method (KENT Machine)
Dining Facilities	Breakfast	Complementary	BDT 150	Bakery Bread/Hand Made bread, Butter, Egg, Mixed Vegetable, Fruits, Tea/Coffee
	Morning snacks	USD 1	BDT 75	Biscuit/Singara/Samucha/ Noodles, Fruits, Tea/Coffee
	Lunch	USD 8	BDT 250	Plain Rice, Chicken/Fish, Mixed Vegetable, Dal, Salad
	Afternoon snacks	USD 1	BDT 75	Biscuit/ Cake/Noodles, Fruits, Tea/Coffee
	Dinner	USD 8	BDT 250	Plain Rice, Chicken/Fish, Mixed Vegetable, Dal, Salad
	Service Charge	20% of total cost	20% of total cost	
	Preferable Menu	Actual cost+25% service charge	Actual cost+25% service charge	
	Water	Complementary	Complementary	Drink water purified with Reverse Osmosis Method (KENT Machine)

We anticipate your best cooperation.

Thanking you