

LYDIA HALLS AND EVENTS

RENTAL APPLICATION FORM

Individual/Company/Organization Name _____

First Name (Representative/Individual Responsible) _____

Address _____

Phone Nos _____

E-mail _____ Contact Person Phone No. _____

EVENT INFORMATION

Select Facility you want to rent:

Sardius Hall (450 guests) [] Topaz Hall (400 guests) [] Ruby Hall (150 guests) [] Diamond Hall (70 guests)[]

Event Type _____ Event Date _____

Event Time: From _____ To: _____

Total Number of Participants/People to attend _____ No. of External Security Personnel: _____

Please provide a brief description of your planned activities or event: _____

How did you get to know about us? _____

Would you be interested in our free social media packages? Yes { } No { }

If yes, provide Facebook Name..... Instagram..... Twitter.....

Account details for refundable deposits (Caution Fee):

Account Name: _____ Account No: _____ Bank: _____

Client's Signature _____ Date _____

Note: If you have multiple dates or times for your rental, please complete separate rental application form for each event or activity.

For official use:

.....
.....

Amount Agreed: _____

Refundable Caution Fee: N20,000.00

Total _____

Deposit: _____

Balance: _____

Approved by:

LYDIA HALLS **EVENTS CENTRE**

TERMS AND CONDITIONS FOR RENTAL & USE OF LYDIA HALLS & EVENTS FACILITIES

1. **Application Forms must be filled for all reservations.** Clients should be as detailed as possible in providing information concerning their event. The Event Centre reserves the right to reject any application from any individual and/or organization whose activities are considered incompatible with the aims and objectives of **LYDIA HALLS EVENT CENTRE**.
2. **Contact Person**
Clients must provide a contact person that will represent them when they are unavailable. Where situation demands the urgent attention of the clients he/she must be available. In other words, his/her phone number must be provided and accessible at all time. Lydia Halls reserves the right to take urgent decision where situation demands.
3. **Conditions of Payment**
To secure a firm booking, a minimum of 50% non-refundable cost of the Hall must be paid within one week **after reservation** and the balance paid one month after the initial payment. Where the event is less than two months from the date of booking, **full payment must be made at the time of booking**. All payments for Hall must be fully paid at least two weeks to the event. Payment should be in form of certified bank cheques, Electronic Transfer or drafts payable to **LYDIA HALLS AND EVENTS**. Alternatively, cash can be paid directly into the company's account and the teller submitted to LYDIA HALLS Accounts Department. Cash payment to any staff is not allowed while late payments will not be accepted. Reservation not fully paid up in accordance with aforementioned schedule, namely two weeks to the date of the event will be deemed as cancelled, unless agreement is reached with LYDIA HALLS otherwise. Cash or bank draft must be paid at the bank; cheques are not acceptable for late payments.
4. **Postponement, Cancellation and Refund**
Half of the cost of hall rent will be retained by LYDIA HALLS EVENTS CENTRE for cancellation of an event, irrespective of the time of booking. Postponement of a reservation is not allowed more than once. A postponement or second request for postponements made less than a month to the event will be deemed to be cancellation and treated as such. Claims for refund shall be made in writing and shall be accompanied by the original copy of receipt of payment forwarded to the CEO of Lydia Halls Event Centre. Where notification of postponement or cancellation is given less than one month, 50% of the rental fees shall be retained by Lydia Halls Event Centre, 75% if less than two weeks, and if less than one week, 100% shall be retained.
5. **Technical Details**
Technical details relating to the event must be discussed and agreed with the Management & the Facilities Manager before the event to allow the Technical Team enough time to prepare for a successful event. Air-conditions will be switched on 30 minutes before the start of the event. There is prohibition on smoking in Lydia Halls Facilities.
6. **Promotion of Events, Publicity and Marketing**
Clients and Events Managers are advised to submit copies of publicity materials to Lydia Halls & Events Center Administration at least two weeks before the events. There shall be no pasting of banners, flags, posters etc on the walls or glass of the Centre. Nailing of any kind of hooks with a view to hanging pictures, frames, banners etc is prohibited. Any other information and/or service required, such as where or how to hand banners, posters, flags, tables, boards, microphones etc should be directed to the Facilities Manager of the Centre.
7. **Hall Capacity**
Sardius Hall has a banquet seating capacity of 450 guests, Topaz Hall has a banquet seating capacity of 400 guests and Diamond Hall has a banquet seating capacity of 70 guests. Prospective clients are advised to note this maximum seating capacity of the hall(s) rented and ensure that the number of invited guests does not exceed the seating capacity of the hall. Lydia Halls reserves the right to ensure that hall is not overcrowded in accordance with fire regulations.

8. **Period of Hire, loading in and getting out**

The period of hire for any of the halls is between 6 - 8 hours from the commencement of the event. A client that exceeds this time will be required to pay additional charges for extra hours base on the agreed amount.

Vendors and Promoters must ensure that the time of loading in is in agreement with LYDIA HALLS & EVENT CENTER at the time of booking or before the event. Guest entrance will only be opened at the agreed time and vendors are to use the vendors' entrance.

Meetings

All vendors, contact person(s), clients and Lydia Halls representative must have a pre-event coordination meeting that will be held at least two weeks before the event to allow our team adequate preparation for a successful event.

9. **Customer Caution Deposit**

Customers will be required to pay refundable deposit at the time of booking. Refundable deposit is between N20,000.00 to N50,000.00 depending on the nature of the event. Caution fees are refundable within 3 days after events if there are no damages and all materials/ equipment are evacuated. Our technical personnel will conduct pre-and post-event inspection of our facilities and the deposits will be returned after 3 days if our hall is found to be free from any damage or theft.

10. All Contractors such as Caterers, Decorators, Musicians, Drink Handlers and Electricians are to pay caution fees in the following manner:

Caterers	-	N5,000.00
Drink Handlers	-	N5,000.00
Decorators	-	N5,000.00
Musicians	-	N20,000.00
Sound Systems Engineers	-	N5,000.00

Caution fees are refundable after events if there are no damages and all materials/equipments are evacuated. Lydia Halls reserves the right the deduct from the security deposit for any losses or expenses incurred as a result of negligence or otherwise acts of your agents or guests.

No public transport vehicle is allowed in the compound without permission of the Facilities Manager.

11. **Security**

Clients, Patrons and their promoters and/or event managers shall be solely responsible for making adequate security and safety arrangements in respect of their programs. They will ensure that relevant measures and routine are made known to their customers and guests, including entrance and exit of the specific facility rented by them.

12. Clients are advised to be on standby Generator if their event involves equipment that needs uninterrupted power supply at a fee of N2,500 and **N5,000.00** per hour for Diamond and Topaz/Sardius hall respectively. However, Lydia Halls & Events Centre will not be responsible under any circumstances for any damage whatsoever arising to any such equipment or any loss of revenues, business or profits resulting thereof.

13. **Decoration**

Overnight decorations preceding day of event is **not** allowed. On no account should the decoration fabrics and materials be arranged in a manner that is obstructive to the flow of the cooling system in any manner. Total coverage of the ceiling with decoration materials shall not be allowed especially area around the air conditioning vents. Complete evacuation must have been made on or before 9pm, where however you did not evacuate your fabrics/ materials before this time, Lydia Halls reserves the right to deduct from your caution fee and get that sorted out.

14. **Catering**

Clients are fully responsible for bringing the caterers for their events. Clients shall be responsible for smooth conduct of the caterers and ensure no damage is done to our facility. Lydia halls reserve the right to deduct from the refundable deposit if any expenses or losses is incurred. Cost of any damage caused by any of your vendors in excess of the caution fee deposited shall be borne by client.

15. **Parking**
Lydia Halls Event Centre has parking space for 80 cars on the premises and parking space for 150 cars outside the centre. Parking is on the basis of first-come, first-served. Parking on the premises will be disallowed after the first 80 cars. Vehicles parked outside the centre are at owner's risk.
16. **Hall capacity**
Clients are advised to note the maximum seating capacity of the hall rented and ensure that the number of invited guests does not exceed the seating capacity of the hall. Lydia Halls Events Centre reserves the right to ensure that halls are not overcrowded in accordance with fire regulations.
17. **Cleaning**
All promoters and hirers are required to keep the highest possible standards of cleanliness. No caterer will be allowed to leave the event premises until the Cleaning Supervisor has assured the Security Supervisor that the service areas have been left the way they were met. Caterers must evacuate all left-over food and garbage immediately after the event.
18. **Projector Rental**
Interested customer(s) should kindly note the following:
- Must provide a compatible laptop
 - Must test the compatibility of the laptop before the event date
 - There will be no refund of rental cost after projector and laptop has been certified okay
 - The projector attracts an extra cost of N20,000 for Topaz or Sardi hall and N10,000 for Diamond Hall
 - In the event of damage on any accessory of the projector, cost of repair will be borne by the customer.
19. **Signatory**
The terms and conditions must be signed by the individual applicant/Hirer or where applicable, the company Secretary, Director or other Authorized Executive or Representative of the Hirer.

I _____, being the Hirer/Company Secretary/Authorized Executive hereby agree to the above terms and conditions.

Dated this _____ day of _____ 20_____

Signature