

# CRYSTAL HERITAGE EVENT & CONFERENCE CENTER

Plot 9, Oduduwa Ave. Parakin Layout. Ile-Ife

## VENUE HIRE AGREEMENT

This Venue Hire Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 202\_ between CRYSTAL HERITAGE EVENT CENTRE (hereinafter referred to as the MANAGEMENT) of first part and \_\_\_\_\_ of \_\_\_\_\_ (hereinafter referred to as the HIRER) of the other part. Whereas, the Hirer desires to hire the facility of the Management for the purpose of \_\_\_\_\_ under the terms and conditions herein set out and the Management is hereby willing to give out the venue and appurtenances on some terms and conditions, THEREFORE, in consideration of the total sum of naira only with a refundable sum of only, the receipt of which is hereby acknowledged, the parties agree as set forth below:

### **TERMS AND CONDITIONS**

1. The booking of the venue by the Hirer shall NOT BE deemed confirmed until THE MANAGEMENT has received a duly executed Venue Hire Agreement from the Hirer.
2. Booking deposits of the Hirer shall be required to confirm event dates and without such confirmation, no booking is deemed to have been made,
3. The Hirer shall pay the full rental amount, including a refundable deposit of N100,000 (one hundred thousand naira) within Thirty (30) days prior to the scheduled event date to the Management.
4. All financial transactions shall be made into the Management's bank account, and all charges are exclusive of the applicable tax charges.
5. The Hirer must within the period of two weeks immediately preceding the Event Date tender to the Management a full list of the Vendors that would be used during the Event. Any changes to the Vendors' List must be brought to the attention of the Management at least a week before the Event Date.
6. Subject to the availability of the venue, it shall be open to the Hirer (with their employees and subcontractors) a day to the day of the Event for the purpose of making any operational planning necessary for the smooth running of the Event, at such dates and times as shall be agreed in advance with the Management. If there is another event prior to the date, the

management shall make available the event venue at least by 9.00pm of the prior day or as agreed by both parties.

7. The Hirer shall arrive and vacate the venue by the agreed time, as stated on the Venue Lease Agreement and failure to adhere to the agreed time will cost the Hirer a fine of an additional cost of N10,000 (Ten Thousand Naira Only) per hour. An hour shall be deemed used and counted exactly Fifteen minutes after the last hour.

8. No equipment is to be brought into the Venue without due notice and consent of the Management. The Management shall reserve the right to refuse the import of any equipment considered dangerous or harmful to the Venue.

9. At the end of the Event, the Hirer shall remove all equipment and effects brought to the Venue and the Management shall not accept any responsibility for equipment or other effects left at the Venue before or after the Event.

10. The Hirer hereby agrees to use the equipment belonging to the Management in a safe manner and return it in good working order. Where equipment is damaged, appropriate additional charges will be made to the Management according to the damages created.

11. The facility must be clear of all the Hirer's properties and in a clean and usable condition after the event, otherwise the Hirer loses part or all of the security deposit.

12. The Hirer shall reasonably provide his security during the event for the safety of his guests and property.

13. At the time of booking, the Hirer must appoint a named Event Manager to be the sole point of contact for any personnel of the Management.

14. Full payment of the total venue and equipment lease charged is required at least (14) DAYS prior to the event. The Management reserves the right to charge an administration fee on all accounts which are not settled and require attention.

15. Changes to the time of event must be appropriately communicated in writing to the Management at least thirty days before the Event Date, otherwise the Hirer loses 40% of the whole sum to the Management.

16. Extensions to lease times incur additional charges.

17. The named Event Manager must remain in the venue throughout the Event to liaise with any personnel of the Management in monitoring the Event.

18. In the event of uncontrollable circumstances, natural occurrence or acts of God, the Management shall not be held liable.

19. The Hirer shall fully and truly represent the purpose for which the facility is required. The Hirer shall therefore be liable to pay the Management adequate damages for any misrepresentation and under no circumstances shall the Hirer give out the facility for use to a third party aside from the subject of this agreement.

20. The Hirer shall be held responsible and liable and must indemnify the Management in respect of any damage, theft and loss caused to the venue and its contents by the Hirer, their employees, contactors or by any other person on the premises by reason of the purposes of the Event howsoever and by whomsoever caused.

21. The Management shall not be liable for any loss of property belonging to the Hirer and their guests.

22. In case of vandalism that costs more than the security deposit, the Management reserves the right to legally pursue the Hirer to fix any property(ies) being vandalized.

23. The Hirer must ensure that no animals (including birds), except assist dogs are brought into the building without permission of the management on the occasion of a special event or lease agreed to by the Management.

24. The Management accepts no responsibility for any loss or damage of vehicle as same is parked at Management's risk.

25. The Management may require any persons who are intoxicated, violent, quarrelsome, insulting or disorderly (or persons who are likely to become so), or any persons causing a nuisance to other persons at the venue to leave the premises.

26. Neither party shall be liable for any default due to act of God, war, terrorism, strike, lock out, industrial action, fire, flood or other event beyond the control of either party.

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with your booking, the Hirer is deemed to have accepted these terms and conditions.

**IN WITNESS WHEREOF** the parties have hereunder caused this Agreement to be executed by them the day and year first above written.

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Management Signature & Date

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Client Signature & Date