

Maha Event Centre

RENTAL AGREEMENT

This Is a rental agreement between Maha Event Centre and

_____ for the use of the event
Centre.

TERMS AND CONDITIONS

RESERVATIONS

A booking of sixty (60%) of the total rental amount is required as deposit to secure an event date and a balance of forty (40%) to be paid no later than Thirty (30) days to the event to guaranty the event. Maha Event Centre accepts payment in the form of fund transfer or direct deposit to the account provided.

Client agrees to these payment terms: _____ .
Client's Signature.

HOURS OF OPERATION

According to Rental Package selected indicating number of hours, the Event Centre will provide full power . If a client desires for the event to exceed the duration of hours paid for , the client will be required to make a payment for Two hundred and fifty thousand naira (250,000) for each additional hour, which must be communicated to the event centre before the event day.

The day before the event, an hour is provided for vendors preparation, the client shall ensure the necessary vendors (**Light, Sound and Decor**) are available for testing, as this is **MANDATORY**.

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The client is responsible for making their guests leave the centre at the appropriate time, when the event timing lapses. The client is also to ensure, all vendors contracted by the client pack up and remove all their items from the hall on event day.

Maha Event centre will not be responsible for any loss of damages of any item left behind by client, guests and vendors after the event.

HALL CAPACITY

Maha Event Centre has two hall packages. Five hundred guest (500) capacity and One thousand guest (1000) capacity spaces. A client having booked the smaller capacity may wish to upgrade to the full hall/1000 guest capacity and pay the difference in price between the packages. However a client cannot downgrade from the larger (1000 guest capacity) package to the smaller (500 guest capacity) package. The difference in prices will not be refunded.

In a scenario where, the guest will exceed the capacity of the full hall, arrangement can be made for overflow outside the hall. The space, furniture, tent and delivery cost will be provided by the centre and paid by client . Maha Event Centre does not allow external parties to make arrangement.

SERVICES PROVIDED

Staff: Maha Event Centre will be on duty during the entire event. The staff members shall open the hall, tidy the hall before and after the event, provide information and directions as needed. The staff members will not be available to serve food, drinks and clean dishes or be involved with any vendor activities apart from the hall services.

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Cleaning: Maha Event Centre staff members will perform cleaning before and after every event. As such all vendors will be required to take out all their items to enable the staff clean the hall.

Parking: There is no cost for parking within and outside the event centre premises. However cars are parked at owners risk and Maha would not be held liable in case of any eventualities.

Furniture: Chairs, tables and stage (16x 16ft) will be provided for the hall and will be set up and taken down by Maha staffs. Clients must provide a layout for Maha Staffs to setup for their function. Tables and Chairs are not to be taken outside the hall by client or guests.

CATERING

Maha Event Centre does not allow cooking in its premises with the exception of small chops and grills which must be done with controlled fire (Gas Burner). Fire wood and kerosene stoves are not allowed within the event premises.

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DECORATION

Maha Event Centre provides in house decor services at a price; however clients are free to bring in their decor vendor. It noted that tacks, glue, nails and staples should not be used on their items. Office pins can be used to hold drapery but it should not be fastened to the marquee drapery. After the event all decorations and trash should be removed from the hall. Any item left behind will be regarded as of no use and be thrown away. All ceiling installations must be adhered to the provided support and all items for structure or suspension must be completely removed. Where in doubt ask a staff member.

If using an extrenal decorator, a refundable corkage fee of hundred thousand naira (N100,000) will be required. If there is any damage the cost will be deducted from the deposit and balance returned to the client. However if the damage exceeds the deposited amount, the client agrees to pay the balance in amount, within 30 days of notice.

All decoration equipment and materials must be completely removed from Maha Marquee immediately after the event .The decorator and their team must ensure that Maha Marquee and its surroundings are kept clean at all times, with special attention to the restrooms.

Any damage to property or misconduct caused by the decorator or their team will attract additional charges.

- Client will be in charge of decor. _____

CLIENT'S SIGNATURE

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LIGHT AND SOUND

1. A refundable caution fee of ₦50,000 must be paid a few days before moving into Maha Marquee.
2. The light and sound team must notify Maha Marquee's Engineers or Management before connecting to the power supply.
3. All equipment must be removed from Maha Marquee **immediately after the event.**

FOOD

1. A refundable caution fee of ₦50,000 is required and must be paid a few days before the event date.
2. All food vendors must communicate with Maha Marquee staff before setting up within the venue.
3. Food vendors and their teams must not **hide food or drinks behind the marquee curtains** and must keep their setup area clean during and after the event.
4. Maha Marquee will not be held responsible for any items left behind by vendors.

- Client will be in charge of decor. _____

CLIENT'S SIGNATURE

SET UP

The hall may allow up to 2days set up time prior to the event, provided there is no event on those days. It is important to note that the event centre does not allow overnight setup.

Maha Event Centre runs strictly on generator and if for any reason an overnight is required to setup, it would be billed at seventy thousand Naira(N70,000) for uninterrupted light supply for 10hrs of light from 7pm -5am. If in any reason testing of equipments are required a sum of one hundred and fifty thousand Naira(N150,000) per hour using the generator is required. The Centre does not allow clients or decorators to bring generator for decor setup.

However overnight fees do not apply if there was an event a night before

RENTAL FEES

Maha Event Centre rental fees covers the cost of the hall package, chairs and tables, restrooms, changing room, one standby generator for the event, parking areas.

PERSONAL PROPERTY

Maha Event Centre indemnifies itself from any loss or damage of valuables within the event centre. It will not be responsible for any theft or damage of any item left by the client, guest or vendors attending the events. Cars are parked at the owners's risk.

SMOKING AND DRUGS

Smoking and use of Drugs are strictly prohibited inside and within the premises of Maha Event Centre.

MISCELLENOUS POLICY

Live animals may not be brought into the event premises.

Clients and guest are restricted to the rental area.

Maha Event Centre will not be held responsible for items left behind before during or after the event.

Maha Event Centre may take **PHOTOGRAPH** and **VIDEO** to use for **ADVERTISING** purposes.

It is the duty of the client to ensure the guest do not exceed the capacity of the space paid for.

Maha Event Centre does not have a storage facility. It is not available before or after the event.

FEES AND CHARGES

PAYMENT POLICY

A booking fee of sixty (60%) of the total rental amount is required as deposit to secure an event date and a balance of forty (40%) to be paid no later than Thirty (30) days to the event to guaranty the event. Maha Event Centre payments in the form of fund transfer or direct deposit to the account provided. Client Agrees to pay VAT which is 7.5% of the total booking fee.

A refundable caution fee of ₦150,000 is required before the event date. This fee is separate from the deposit and will be refunded within 14 business days after the event, provided there is no damage to the venue or any violation of the event centre's policies. The caution fee will be refunded in full or partially, depending on any damages or breaches of agreement.

- Client agrees to these terms

CLIENT'S SIGNATURE

CANCELLATION POLICY

Deposits are **NON REFUNDABLE**.

A non-refundable deposit of 60% is required at the time of booking. This deposit is applied toward the total cost of the event but is not refundable under any circumstances.

All cancellations must be made in writing via email to infomaharecreations@gmail.com. Cancellations are considered effective on the date the written notification is received by our team.

1. Refunds and Cancellation Fees

The following cancellation fees apply based on the time of cancellation relative to the event date. The deposit is non-refundable in all circumstances and will be forfeited. Refunds (if any) will be applied to the remaining balance of the total event cost after the deposit is deducted.

- More than 120 days before the event: Full refund of the remaining balance, minus a 15% administrative fee (deposit remains non-refundable).
- 60 to 119 days before the event: 50% of the remaining balance will be charged, with no refund of the deposit.
- 30 to 59 days before the event: 75% of the remaining balance will be charged, with no refund of the deposit.
- Less than 30 days before the event: No refund will be issued. 100% of the total event cost remains due (deposit remains non-refundable).

No refund will be made where the event is cancelled by Maha Event Centre due to the client's non-compliance to the terms and conditions of the contract.

2. Rescheduling

You may reschedule your event **one time only** to an available date within one year of the original event date. Rescheduling requests must be submitted in writing and are subject to availability. A rescheduling fee may apply depending on the date change and other factors. If rescheduling occurs, all cancellation fees from the original event date will still apply. After one reschedule, any further changes will be treated as a cancellation and subject to the cancellation fees outlined above.

NOTE: There is no rescheduling in December, client accepts to forfeit booking fee.

3. Compliance and Prohibited Activities

The Host and all event participants must not engage in, promote, or facilitate any form of illicit or illegal activity within or around the premises, including but not limited to the trade, possession, or distribution of illegal or controlled substances.

The Host further agrees to comply fully with all applicable Nigerian laws and regulations, including those relating to economic and financial crimes, drug trafficking, money laundering, and related offenses.

Any violation of this clause shall constitute immediate grounds for termination of the event and forfeiture of all payments made, and may result in the involvement of law enforcement authorities.

4. Changes to Event Details

If you need to make changes to the event details (e.g., guest count, event type, or date) after booking, please notify us as soon as possible. We will do our best to accommodate changes, but additional charges may apply depending on availability and the scope of the changes.

5. No-Show Policy

In the event that the client or guests fail to show up for the event without prior notice, no refunds or credits will be issued, and the full event cost remains due.

6. COVID-19/Health & Safety Measures

In the event of health-related restrictions or concerns that affect the ability to hold your event as planned (including but not limited to COVID-19 restrictions), we will work with you to reschedule the event or apply credits to a future booking.

INDEMNIFICATION

User agrees to defend, indemnify and hold harmless, Maha Event Centre and its staff from any claims, damage and causes of action or liabilities incurred by Maha Event Centre and its staffs arising from clients acts of omission under this agreement of any act of omission of clients vendors, employees, contractors or persons attending the event, with the invitation of the client except as may arise from the negligence or wilful misconduct of Maha Event Centre Staffs.

Maha Event Centre will not be held responsible for any loss, damage or injuries to persons or possessions that occur at the event centre, for any cause whatsoever prior to, during or subsequent to the period covered by this contract. Client is responsible for the control and supervision of the people in attendance, during the use of the centre to ensure no harm is done to persons or property.

Client agrees to abide by this agreement and acknowledges having received a copy thereof. Client will be held financially responsible for any damage to hall or equipments that occur during the clients event at the centre.

By signing the agreement, client acknowledges that he/she has read, **understood** and **agrees** to all the above terms and conditions.

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CLIENT

MAHA EVENT CENTRE

NAME:

SIGNATURE:

DATE:

TYPE OF EVENT:

DATE OF EVENT:

NUMBER OF GUEST:

HALF/ FULL HALL:

AMOUNT:

AMOUNT:
