LAGOS COUNTRY CLUB

CONDITION FOR HIRE OF CLUB'S HALLS

1) Notice of Booking -Application to the General Manager (after confirmation of space and date) For Management Council's approval.

2) Hall Hire Fee:
   - **a) Main Hall -Member -N450,000**
   - **-Non Member -N550,000**
   - **b) Little Theatre - Member -N150,000**
   - **- Non Member -N200,000**
   - **c) 5% Lagos State Government Sales Tax.**
   - **d)** Member – means financial member, biological parents of both, spouse and children **(maximum of 6)** as recorded in member's data.

3) Security Deposit: - **N20, 000 Refundable Deposit** against Damages, loss of empty bottle and against spill-over.

4) Cleaning Charges: - Main Hall: N20, 000.00
   Little Theatre: N10, 000.00

5) Hall Capacity: - (Main Hall) 800
   (Little Theatre) 200

6 Applicant - Applicants should note that activities must be strictly limited to the hired area.

7) Advertisement: - No form of advertisement is allowed within or outside the Club premises.

8) Period of Use: - **10.00a.m to 7.30p.m.**

9) Payment: -
   a) Payment for hall hire should be made in Cash Bank Draft or Cheque to the Accounts Department after receiving the Management Council's approval through the General Manager. If cheque, must be cleared before usage.
   b) All payments for hire of hall and drink **must** be paid to the Club not later than fourteen (14 days) to the date of the party.
   c) Minimum Advance Deposit is 50% of total payment.
   d) Notice of cancellation of Bookings must be received by the Club not later than **30 days** to the date of the party; otherwise, payment made will be forfeited.

10) Drinks: - Drinks for use at the party **could** be bought from the Club.
   - List of drinks requirement and payment in Cash or Bank Draft for such drinks should be made available to the Club fourteen (14 days) to the date of the party.

11) Cooling of Drinks: -
   a) The Party Organizer is to arrange the cooling of Drinks and supply of glasses.
   b) Heavy Duty Cooling Trucks e.g Trailers are not allowed to park inside the Club.

12) Empty Bottles: - The Party Organizer is responsible for the return of empties of drinks purchased to the Store.
   - Club's Store Supervisor to take stock of empty bottles before the party Organizer Leaves.

13) Chairs and Tables: - Are to be provided by the Club. Organizers are responsible for the arrangement of the Hall, chairs and tables inclusive. Canopies are not allowed within the Club premises.

14) Non-members and invitees are to park their vehicles outside the Club premises.

15) a) Party Organizers will be provided 10 complimentary disks for 10 parking slots for Main Hall and 5 for Little Theatre.
   b) Parking slots are not allocated to delivery vehicles. They are only allowed to drop their goods and park outside the Club.

16) Party Organizers should limit themselves to the area hired – No spill-over. Any spill-over will lead to forfeiture of the N20, 000 deposits, in addition to other sanctions.

17) Any item brought in must be reported at the entrance gate and Gate Pass issued.

18) Applicant to sign acceptance of agreement.

19) Any violation of the rules especially item 5 may lead to disciplinary action being taken against the applicant.

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Management

ACCEPTANCE OF AGREEMENT

Applicant's Name: ……..…… Sign:…….……Date……..…..