

TERMS AND CONDITIONS FOR THE HIRE/USE OF MUSON FACILITIES

- 1. Application forms must be filled for all reservations.** Clients should be as detailed as possible in providing information concerning their event. The 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 MUSON.
- 2. CONDITIONS CONCERNING 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 HALLS OR SUPPORT SERVICES MUST BE FULLY PAID AT LEAST TWO WEEKS TO THE EVENT.** Payments should be in the form of certified bank Cheques or drafts made payable to **THE MUSICAL SOCIETY OF NIGERIA or MUSON CENTRE**. Alternatively, cash can be paid directly into the Centre's bank account and the Teller submitted to MUSON Accounts Department. **CASH PAYMENT TO ANY STAFF OF MUSON IS NOT ALLOWED.** The Centre will not accept late payments. Reservations not fully paid up in accordance with aforesaid schedule, namely two weeks to the date of the event will be deemed as cancelled, unless agreement is reached with MUSON otherwise. **CASH or BANK DRAFT must be paid at the bank. CHEQUES ARE NOT ACCEPTABLE FOR LATE PAYMENTS.**
- 3. POSTPONEMENT, CANCELLATION AND REFUND**
MUSON will automatically retain one-third of the cost of the hall for cancellation of an event, irrespective of the time of booking. Postponement of a reservation is not allowed more than once! A second request for postponement and 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 Chief Executive Officer, MUSON Centre. **Where notification of postponement or cancellation is given less than one month, 50% of the Rental Fees shall be retained by the Centre, if less than two weeks, the Centre shall retain 75% of the rental fees, and if less than a week 100% shall be retained.**
- 4. TECHNICAL DETAILS**
Technical details relating to the event must be discussed and agreed with the House & Operations Manager before the event to allow the Technical Team enough time to prepare for a successful event. Air-conditioners will be switched on one hour before the start of the event. There is prohibition on eating and drinking in the Agip Recital Hall. Smoking is prohibited in MUSON Facilities.
- 5. PROMOTION OF EVENTS, PUBLICITY AND MARKETING**
Clients and Event Managers are advised to submit copies of publicity materials to MUSON Administration at least two weeks before the event. 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 hang banners posters, flags, tables, boards, microphones, etc. should be directed to the House & Operations Manager of the Centre.
- 6. PERIOD OF HIRE, LOADING IN & GETTING OUT**
The period of hire for any of the halls is 8 HOURS from the commencement of the event. A client that exceeds this time will be required to pay additional charges for extra hours. Promoters must ensure that the time of loading in is agreed with MUSON at the time of booking or before the event. MUSON does not offer storage facilities. Promoters must therefore ensure that all sets and stage properties are removed from the premises immediately after their event. Failure to do so would attract a surcharge which shall be deducted from the refundable deposits paid. Refundable Deposit is ₦ 25,000 – ₦100, 000, depending on the nature of the event. No public transport vehicle is allowed on site without the express permission of the Duty Manager.
- 7. 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 programmes and patrons. They will ensure that relevant measures and routines are made known to their customers and guests, including but not limited to, entrance and exit from the Centre and/or the specific facility rented by them.
- 8. COPYRIGHT LICENCES**
It is the responsibility of clients and patrons to ensure that relevant licences for their activity at the centre, such as but not limited to Copyright licences for music, literature and other proprietary works in compliance with applicable laws and regulations are duly obtained and are valid and paid for the period of the use of MUSON facilities. The same applies in respect of any banners, posters, bills and other advertisement exhibited within, or around the Centre in connection with the programmes.

9. Clients are advised to be on Generator if their event involves equipment that needs uninterrupted power supply at a fee of **₦30, 000** per hour. However, MUSON will not be responsible under any circumstances for any damage whatsoever and howsoever arising to any such equipment or for any loss or revenues, business or profits resulting therefrom.

10. DECORATION

On no account should the decoration fabrics, materials, etc be arranged in a manner that is obstructive to the flow of the cooling system in any substantial manner. Also total coverage of the ceiling with decoration materials shall not be allowed, especially area around the air conditioning vents.

11. Clients who wish to bring chairs into the Shell Nigeria Hall will be charged the sum of **₦100, 000, non-refundable. It will be their responsibility to remove same after the programme and MUSON will not be liable for any loss or damage thereto, howsoever arising.**

12. Extra hours attract a charge of **₦100, 000** per hour, up to a maximum of two hours.

13. Client building set and other production materials are to pay a refundable deposit as follows:

- (i) Shell Nigeria Hall - **₦50, 000**
- (ii) Agip Recital Hall - **₦25, 000**

14. CATERING

Clients are advised to use MUSON caterers. Anyone not using MUSON caterers is liable to pay a daily corkage as listed below:

- (i) For the Shell Nigeria Hall (Formal Events) - **₦75, 000.00**
- (ii) For the Shell Nigeria Hall (Parties/Dinners) - **₦100, 000.00**
- (iii) For the Agip Recital Hall - **₦25, 000.00**
- (iv) For the Function Rooms - **₦20, 000.00**

MUSON does not allow clients to bring in edibles and drinks into the Boardrooms. However, MUSON shall cater for the snacks, biscuits, finger foods, tea/ coffee and water for a fee.

No Caterer will be allowed to leave remnants on the premises. Any client whose caterer violate this rule will be charge a fee of **₦100, 000.**

15. PARKING

MUSON has parking space for hundred cars on the premises and parking space for 300 hundred cars outside (Outer Marina) parking is on the basis / "First Come, First Served". Parking on the premises will be disallowed after the first one hundred cars are parked. Vehicles are parked entirely 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. Muson 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 to the highest possible standards of cleanliness. No caterer will be allowed off the site 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. SIGNATORY

The Terms and Conditions must be signed by the individual Applicant/Hirer or where applicable, the company Secretary, Director, or other Authorised Executive or Representative of the Hirer.

I, being the Hirer, Company Secretary or Authorised Executive, hereby agree to the above Terms and Conditions.

Dated this _____ day of _____ 201__

Hirer/Company Secretary/Authorised Executive/Authorised Representative