

Hall Usage Guidelines

Courage Designs and Events | No. 6 Oladoyinbo Street, Ogba, Lagos

To ensure a seamless and enjoyable experience for all guests, Courage Designs and Events has established the following guidelines for the use of Tanto Hall. These rules are designed to maintain the elegance of our space and the safety of our clients.

1. Capacity and Duration

- **Occupancy Limit:** The maximum capacity for Tanto Hall is 40 guests. Exceeding this limit is strictly prohibited to ensure comfort and safety.
- **Event Window:** The standard hire package includes 6 hours of venue usage and every event must end not later than 7:30pm.
- **Overtime:** Any extension beyond the agreed duration will incur an additional fee of ₦20,000 per hour. Overtime must be approved by the venue manager on-site.

2. Furniture and Equipment

- **Standard Inclusions:** Every booking includes 30 chairs and 2 tables.
- **Requests for Extra Furniture:** Additional furniture requirements must be finalized at least one week or 3 days before the event and will be billed separately based on quantity.
- **Facility Care:** Guests are requested to treat the air-conditioning systems, modern decor, and restroom facilities with care.

3. Set-up and Decoration

- **Courage Decor Services:** We offer professional decor services upon request. Please check our rate card for pricing details. If you have your own preferred decor team, you are welcome to use them.
- **Customization:** Clients wishing to customize their setup must discuss themes and requirements with our team during the inquiry phase.
- **Prohibitions:** No nails, tacks, or high-adhesion tapes may be used on the walls or surfaces. Any external decor must be pre-approved.
- Set up is done a day before the event either by the Courage decor team or clients' decor team.

4. Financial Terms and Security

- **Reservation:** A non refundable 50% deposit is mandatory to secure the hall for your desired date.
- **Final Settlement:** The remaining balance must be paid in full no later than seven days before the event.
- **Security Deposit:** A refundable security and damage deposit of ₦50,000 is required for all bookings.
- A pre - event and post - event inspection will be conducted.

- If damages exceed the security deposit, the client will be invoiced for the balance within 3 working days.
- The client remains responsible for damages caused by guests, vendors or contractors.
- Courage Designs and Events is not liable for lost, stolen or damaged personal belongings.
- **Refund Policy:** The security deposit will be returned within three business days post-event, provided the venue and equipment are returned in their original condition without damages.

5. General Usage Rules

- **Smoking Policy:** No smoking is permitted within the hall.
- **Fire Hazards:** Open flames, candles, and sparklers are prohibited unless approved by management.
- **Entry Rights:** The venue reserves the right to deny entry once maximum capacity is reached.
- Client is responsible for the conduct of guests and vendors. Children must be supervised at all times.
- External vendors must check in with facility staff upon arrival.

6. Cleaning Policy

- If the venue is left very untidy, or if materials like confetti, glitter, or similar are used, an additional cleaning cost will be charged.

7. Noise Control Policy

- All events must adhere to noise regulations. Guests should be considerate about the noise so as not to cause disturbance to residences in the area. Management reserves the right to control volume levels to ensure the comfort of the surrounding community.

8. Power Policy

- Standard power usage is included. Use of heavy-duty electrical equipment must be disclosed and approved prior to the event.
- Additional power requirements must be disclosed in advance.

9. Force Majeure

- Neither party shall be liable for failure to perform obligations if such failure is caused by an event beyond reasonable control, including natural disasters or government restrictions.

10. Photography and Promotion

- Courage Designs and Events reserves the right to take photographs of the event setup for promotional purposes, unless otherwise agreed upon in writing.

11. Cancellation and Rescheduling Policy

- For cancelled events, we offer a 70% refund provided the event was cancelled at least 15 days or more before the day of the event or the amount paid will be saved and used for another event at a later date if cancellation is a week or days to the event..

12. Acknowledgement

- By proceeding with the booking, the client acknowledges that they have read, understood, and agreed to these usage guidelines.

13. Logistics and Conduct

- **Parking:** Ample parking space is provided for guests. Please follow the directions of the security personnel on-site to ensure orderly vehicle placement. There is no overnight parking, and if it occurs, it is at the owner's risk.
- **Prep Area:** A dedicated prep area is available for catering and event preparation. It is the responsibility of the client or their vendors to keep this area tidy.
- **On-site Support:** Basic venue support is provided throughout the duration of the event to assist with facility-related needs.

14. Contact and Inquiries

For further clarification or to discuss specific event requirements, please contact:

Goodness Amen, Hall Manager	09113626053