



THE GREENVALLEY EVENTS CENTRE LTD

THE GREENVALLEY/OSUJI DON STREET, OFF SAMUEL EKUNDAYO ROAD, BADAGRY, LAGOS STATE
Tel: 08115355709, 08022924388

Dear Esteemed Patron,

Thank you for your interest in our facility.

BRIEF: The GreenValley Event Centre Ltd is a beauty to be hold, with nature and art interfacing to create a very serene and homely environment. If you love photography, then you are welcome to create unusual, and unforgettable memories. The Badagry hospital for your guests, start from the entrance through every fibre of cutting-edge facilities.... We cannot wait to share this experience with you.

OUR SERVICES/FACILITIES:

- Our Hall is Fully Airconditioned, and seats up to 450 guests and 650 guests in both banquet theatre style respectively, with nature friendly ambience
- Tables, and chairs are not available for now. (Primarily client responsibility)
- Fully airconditioned private ensuite changing room available
- Secured ample parking space with smart parking attendants. (No Valet)
- Clean Airconditioned, and hygienic restrooms for male and female guests
- Alternative power supply with two heavy duty generator back-ups
- Standby In-house security
- Food and Drink Vendors set-up areas
- Canopies, tables, chairs and restroom for vendors
- Standby cleaners all through your events

OUR TERMS:

- We require up to 50% payment is required for date reservation
- Our prices are tax inclusive. VAT will be charged at 7.5% payable to FIRS,
- Consumption tax at 5% payable to LIRS
- Merriment tax payable to the Local Government currently at N10,000.00
- We charge a caution fee deposit of N100,000 to clients; refundable after the event, provided there is no damage to any of our facilities.
- We charge cleaning fees of N50,000 for general cleaning.
- We provide generator power for 7hours from the start of your event and if extra hour is required, an additional fee of N150,000 per hour will be charged, but the hall officially shuts down by 10 pm.
- All food and drink vendors will be required to pay a caution fee of N10,000 in cash (refundable within 24 hours after the event) at the gate before entry into the facility.
- DJ and Music band will also be required to pay a caution fee of N20,000 (refundable within 24hours after the event and complete tear down/ parking) at the gate before they can gain entry to our facility. They are also both required to bring their generator to power their equipment.
- Decorators will pay a caution fee of N20,000 in cash at the gate before entry into the facility. They are allowed to work from 7am to 7pm a day before event date provided there is no event. If there is an event a day before, decorators will be allowed to work overnight at the company's cost.
- All items used for feeding, decorative and any other purposes brought into the facility must be removed from the premises immediately after the event without any delay.
 - a. Overnight decorations at will, shall attract N100,000 charges (There would-be provision of 4 hours' generator power or PHCN between 12.00 am and 5.00am.
 - b. For PHCN or Inverter Bulb only from 10.00pm to 5.00am, charge is N50,000.
- All rental companies supplying items like chairs, decorative items, lights, led screens, etc. are to pay N20,000 caution fees as well. Also, they must move their items out of our premises immediately after their event. NB. Failure to remove your items will attract a fee.

- The caution fee payment is mandatory, and it is to caution all vendors from going against the company's policy and causing damage to our facility
- We operate a NO REFUND POLICY on event cancellation, but you can postpone your event to a new available date of your choice not more than three times in a year.
- All vendors actions and inaction will be the primary responsibility of the client.
- Vendors meeting must hold 72hours before event to enable familiarisation of vendors with our facilities. GreenValley will not be responsible for any breach on the day of the event, if vendors fail to attend this meeting on our premise.
- The use of high capacity rated electrical equipment/appliances to boost lightening within the hall, must be cleared first with the management before connection.
- The use of fireworks in the event hall needs to be discussed and approved by the management.
- No heavy cooking; only finger fries, and approved food on point shall be allowed around the dedicated areas earmarked for such purposes withing the premises.
- In case where armed security officials are brought without prior arrangement with our management, no shooting of gun, or harassment of our staff and guest shall be tolerated.