EMMANUEL EVENT COMPLEX LTD.

8, BALOGUN ROAD, IJU ISHAGA, LAGOS 08035351708

TERMS AND CONDITIONS:

1. Our event closing time is 6 pm. Any extra hour attracts an additional payment to be advised.
2. We don't receive cash payments. All payments should be made into the company account to be provided during booking.
3. Caterers are not allowed to dish food inside the hall. A canopy is provided outside for that purpose.
4. Decorators must not nail the walls. Any violation will attract a penalty which will be deducted from the caution fee.
5. A 60% commitment payment is to be made during booking to secure the date; the balance 40% must be paid no later than 2 weeks before the event date.
6. A caution fee (10% of hall charge) is to be paid with the first instalment. This is fully refundable if no damage occurs, but damages will be deducted from the caution fee.
7. DJs and Live Bands are to bring their own generating set for powering their equipment.
8. Use of external space for extra seats and canopies attracts additional charges and must be pre-agreed with management.
9. Any change of scope (e.g date, number of guests, start and closing times) after booking will attract additional charges
10. Guests and caterers must not step on flowers. This will attract a penalty to be deducted from the caution fee.
11. Smoking is not allowed on the premises.
12. 65% is non-refundable after payment. 100% is non-refundable from 30 days to the event date.