

**AWOSIKA MUSEUM AND HALL OF FAME**

**DR. VICTOR OLOYEDE EXHIBITION HALL  
RENTAL APPLICATION FORM**

The Dr. Victor Oloyede Awosika Exhibition Hall is part of the Museum complex. The Exhibition Hall is principally to be used for Exhibitions, Lectures, Training programmes, Meetings.

HALL CAPACITY HAS A BANQUET SEATING CAPACITY OF 120 GUESTS.

LARGE SCALE PARTIES ARE NOT ALLOWED IN THE HALL.

COOKING OF ANY KIND IS STRICTLY PROHIBITED AROUND THE MUSEUM COMPLEX.

CANOPIES WITHIN THE MUSEUM COMPLEX INCLUDING ODOTU LANE IS PROHIBITED

In an effort to maximize the use of the Exhibition Hall as well as to deliver services in an efficient manner that maintains the facility, all requests to use the hall must be made in writing by filling the following rental application at least least three weeks prior to the event in order to receive consideration. Prospective clients MUST ensure that the number of invited guests does not exceed the seating capacity of the hall. AWOSIKA MUSUEM AND HALL OF FAME reserves the right to ensure that hall is not overcrowded in accordance with this guideline. Smoking of any kind is strictly prohibited in the Hall and the entire Museum complex. Clients should be as detailed as possible in providing information concerning their events in Part A of the application form. Part B concerning the rules, regulations and Hall rental policies should be duly signed by the hirer. Responses to request will be processed on a regular basis in the order in which they are received.

AWOSIKA MUSUEM AND HALL OF FAME reserves the right to reject any application from any individual and/or organization whose activities are considered incompatible with the aims and objectives of the Museum.

\*\*\*\*\*

**PART A**

- 1. Name \_\_\_\_\_  
(Representative/Individual Responsible)
- 2. Address \_\_\_\_\_  
\_\_\_\_\_
- 3. Phone Nos \_\_\_\_\_
- 4. E-mail \_\_\_\_\_

**EVENT INFORMATION**

- 5. Event Type\_\_\_\_\_
- 6. Event Date\_\_\_\_\_
- 7. Event Time: From\_\_\_\_\_ To: \_\_\_\_\_
- 8. Total Number of Participants/People to attend\_\_\_\_\_
- 9. Please provide a brief description of your planned activities or event:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**10. RENTAL FEES**

Hall rental fees : 250,000 Naira/day of 8hrs  
 Customer Caution Deposit: 100,000.00 (Refundable if no damage to property)  
 Cleaning fees: 10,000.00 Naira  
**Total: 360,000.00 Naira**

- 11. Signed By me \_\_\_\_\_
- 12. Date\_\_\_\_\_

\*\*\*\*\*

**PART B.**

**RULES, REGULATIONS AND POLICIES**

**Please read and sign the following rules, regulations, and Policies.**

- 1. 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. All payments for Hall must be fully paid at least two weeks to the event. Payment should be in form of certified bank cheques, Electronic Transfer or drafts payable to our bank acct indicated below. Alternatively, cash can be paid directly into the Museum account

AWOSIKA DESCENDANTS ASSOCIATION  
 STERLING BANK PLC LAGOS  
 ACCT NO: 0065728658

**PLEASE DO NOT MAKE ANY PAYMENT WHEN SUBMITTING THIS FORM.  
 PAYMENT WILL BE REQUIRED AFTER APPROVAL IS GIVEN BY AWOSIKA  
 MUSUEM AND HALL.**

2. Cash payment to any staff is not allowed while late payments will not be accepted. Reservation not fully paid up in accordance with aforementioned schedule, namely two weeks to the date of the event will be deemed as cancelled, unless agreement is reached with Awosika Museum and Hall of Famee.
3. Cancellation and Refund Half of the cost of hall rent will be retained by AWOSIKA MUSUEM AND HALL OF FAME.
4. Postponement of an event already paid for will be honored unless the new date has already been taken by another client.
5. Cancellation given less than a month to the date of the event will attract a 50% of the fees paid.
6. Technical details relating to the event must be discussed and agreed with the Management & the Facilities Manager before the event to allow the Technical Team enough time to prepare for a successful event.
7. Air-conditions will be switched on 30 minutes before the start of the event.
8. Damage or vandalism to property that occurs during the hall rental time period by any member attending the client event will be the sole responsibility of the client. Damage or vandalism will be shown to the client before repairs are made. However Awosika Museum and Hall of Fame has sole discretion of who performs the repairs (contractor) or replacement products and all fees incurred will be the financial responsibility of the client.
9. Promotion of Events, Publicity and Marketing Clients and Events Managers are advised to submit copies of publicity materials to AWOSIKA MUSUEM AND HALL OF FAME at least two weeks before the events.
10. There shall be no pasting of banners, flags, posters etc on the walls or glass of the Museum and the Exhibition Hall.
11. 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 hand banners, posters, flags, tables, boards, microphones etc should be directed to the Facilities Manager of the Hall.
12. The period of hire for any of the hall is for 8 hours from the commencement of the event. A client that exceeds this time will be required to pay additional charges of 15,000 Naira per hour or half hour.
13. Vendors and Promoters must ensure that the time of loading in is agreement with AWOSIKA MUSUEM AND HALL OF FAME at the time of booking or before the event. Guests entrance will only be opened at the agreed time and vendors are to use the Museum entrance on Odotu Lane

14. Customer Caution Deposit will be required to pay refundable deposit at the time of booking. Refundable deposit is between N20,000.00 to N10,000.00 depending on the nature of the event.
15. Our technical personnel will conduct pre-and post-event inspection of our facilities and the deposits will be returned after 7 days if our hall is found to be free from any damage or theft.
16. AWOSIKA MUSUEM AND HALL OF FAME reserves the right the deduct from the Customer Caution Deposit for any losses or expenses incurred as a result of negligence or otherwise acts of your agents or guests. No public transport vehicle is allowed in the compound without permission of the Facilities Manager.
17. The consumption of alcohol by minors is strictly prohibited.
18. No vehicles may be left overnight within the Museum complex
19. All cleanup will be completed before your venue rental time expires.
20. A 5,000.00 Naira cleaning fee will be applied for cleanup.
21. Designated electrical outlets on the property are available for use after consultation with the Museum Electrician.
22. No candles or any open flame is allowed.
23. The booking party cannot hold Awosika Museum and Hall of Fame responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, excessive weather or interruptions of public utilities.
24. Awosika Museum and Hall of Fame may allow you to reschedule if possible pending availability, with no penalty. If an Act of God were to occur preventing the event from taking place as scheduled,
25. All event trash must be disposed of in the designated areas at the conclusion of the event.
26. All vendors must coordinate arrival and set-up time in advance. Contact our site manager to schedule arrival and set-up times.
27. Awosika Museum and Hall of Fame reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately
28. Patrons and their promoters and/or event managers shall be solely responsible for making adequate security and safety arrangements in respect of their programs.
29. On no account should the decoration fabrics and materials be arranged in a manner that is obstructive to the flow of the cooling system in any manner. Total coverage of the ceiling with decoration materials shall not be allowed especially area around the air conditioning vents.

30. Clients shall be responsible for smooth conduct of the caterers and ensure no damage is done to our facility. AWOSIKA MUSUEM AND HALL OF FAME reserves the right to deduct from the refundable deposit if any expenses or losses is incurred. Cost of any damage caused by any of your vendors in excess of the caution fee deposited shall be borne by client.

31. Vehicles parked outside the AWOSIKA MUSUEM AND HALL OF FAME complex are at owner's risk.

32. Caterers must evacuate all leftover food and garbage immediately after the event.

33. The terms and conditions must be signed by the individual applicant/Hirer or where applicable, the company Secretary, Director or other Authorized Executive or Representative of the Hirer.

34. Account details for refundable deposits (Caution Fee): Account Name:

Account No: \_\_\_\_\_ Bank: \_\_\_\_\_

I \_\_\_\_\_ being the Hirer/Authorized Executive hereby agree to the above terms and conditions.

Date \_\_\_\_\_

Client's Signature \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICIAL USE:**

Total Amount due: \_\_\_\_\_

Deposit: \_\_\_\_\_

Balance: \_\_\_\_\_

Approved by: \_\_\_\_\_