



# NuStreams Conference Centre

## Rental Application

**IMPORTANT:** Please complete this booking/reservation form after reading the policies and guidelines and submit at least one (1) month prior to the date of the event.

1. Function Date(s) \_\_\_\_\_  
Day of Week (Circle)    Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday
  2. Sponsoring Individual or Organization or Department \_\_\_\_\_
  3. Contact Person \_\_\_\_\_
  4. Contact Address \_\_\_\_\_
  5. Tel \_\_\_\_\_                      Moblie \_\_\_\_\_
  6. E-mail \_\_\_\_\_
  7. Requested Hours \_\_\_\_\_ to \_\_\_\_\_
  8. What type of event are you planning? (*Please tick appropriate*)  
 Wedding Engagement                       Wedding Reception                       Conference  
 Seminar                       Anniversary                      Others (*please specify*) \_\_\_\_\_
  9. Expected Attendance \_\_\_\_\_
  10. Name of Caterer (if applicable) \_\_\_\_\_
  11. Address \_\_\_\_\_                      Tel \_\_\_\_\_
  12. Is additional security needed for this event?    Yes                       No
  13. Facilities being requested for. Check all that apply. At least one box *must* be checked.  
 Great Hall                       Restaurant  
 Garden Hall                       \*Kitchen with Bar Service  
 Green Room                       \*Kitchen Service
- \*Please be sure that party using these facilities has read the Rental Policy guidelines with regards to the Kitchen & Bar Service usage.*
14. Will you require:  
 Music / live band                       Tables                       Decorations

15. Equipment Required: *(At least one box must be checked):*

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> None               | <input type="checkbox"/> Lectern/Podium      | <input type="checkbox"/> Television |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Laptop              | <input type="checkbox"/> Projector  |
| <input type="checkbox"/> Screen             | <input type="checkbox"/> P.A. System         |                                     |
| <input type="checkbox"/> Video/DVD Player   | <input type="checkbox"/> Cassette Duplicator |                                     |

16. *I have completed this application / agreement and I have read and understood and agree to the rental policy which is incorporated herein by reference.*

17. \_\_\_\_\_  
Applicant Signature Date

18. **OFFICE USE ONLY:**

Application Received \_\_\_\_\_  
Date

| RENTAL FEE                                 | AMOUNT | AMOUNT RECEIVED | CHECK NO. | DATE PAID |
|--|--------|-----------------|-----------|-----------|
|  |        |                 |           |           |
| Amount Received for Rental                 |        |                 |           |           |
| Amount Received for Security Deposit       |        |                 |           |           |
| Additional Costs                           |        |                 |           |           |
| Date of Post Function Inspection           |        |                 |           |           |
| Amount and Date of Security Deposit Return |        |                 |           |           |

**Management Approval**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# NuStreams Conference Centre

## Rental Policy

*NuStreams Conference Centre*  
*Alalubosa GRA Ext. Off Abeokuta Road, GPO Box 16207, Ibadan*  
*Tel: 02 7511732, 08023390236, 08055257799*  
*Email: nustreamscentre@yahoo.com*

1. **APPLICATION:** Hall rental applications may be obtained from the Centre or by calling any of the numbers listed above. All rentals require an application. No rental shall be considered until a completed and submitted together with the appropriate fees, including the necessary security deposit, at a time no later than two weeks after the application date. All rentals are subject to the approval of the Executive Board.

### 2. RENTAL FEE:

| Facility Required | Weekend Rates | Security Deposit |
|-------------------|---------------|------------------|
| Great Hall        | 100,000.00    | 15,000.00        |
| Garden Hall       | 50,000.00     | 10,000.00        |
| Functions Room    | 15,000.00     | 5,000.00         |
| Green Room        | 10,000.00     | 5,000.00         |
| Kitchen & Bar     | 15,000.00     | 5,000.00         |
| Kitchen           | 10,000.00     | 5,000.00         |

NB: (i) Note that in case of power failure, the generator will run free for a maximum of two (2) hours after which you will be charged an hourly fee.

The Rental Fee must be paid in full at least forty five (45) days prior to the rental date or with the application, whichever is sooner. Please note that the fees cover a maximum of 1,200 chairs, auditorium style seating. Anything above that will attract extra charges.

(ii) As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved. The security deposit will be returned the next working day after your function providing that all of the guidelines have been adhered to and/or subject to any damages, or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, the applicant agrees to either perform the repairs to the Centre's satisfaction or pay for the extra damages.

### 3. MAXIMUM HALL CAPACITY

For the above stated rates, the following will be provided:

| Facility    | Capacity | Chairs         |
|-------------|----------|----------------|
| Great Hall  | 1,400    | 1,200          |
| Garden Hall | 300      | 300            |
| Restaurant  | 24       | 24 with tables |

Please note that the Centre will be providing 100 Tables only. For additional table or chair, additional rental charges will apply.

**4. CANCELLATION POLICY:** A written cancellation request must be received by the Centre office. Refunds will occur as follows:

| Facility   | From 30 days before | From 2 weeks before              | A week before                     |
|------------|---------------------|----------------------------------|-----------------------------------|
| Great Hall | A full refund       | Halfrefund plus security deposit | Only security deposit is refunded |

**5. TIME:** Each rental shall be for a period of five (5) hours. Additional time (over the five hour rental time for the function) is subject to the approval of the Rental Committee at an additional cost of N10,000.00 per additional hour for the Great Hall and N5,000.00 for the Garden Hall, for no more than two additional hours. Additional cost is determined and subject to change by the Executive Board. Additional time must be requested at the time of application.

**6. SOUND LEVEL:** Due to some prevalent circumstances surrounding our operations here in this location, External sound speakers are not allowed. Also, Sound level must not go beyond the predetermined decibel.

**7. HALL SET-UP:** The hall will be set-up based upon your written request and diagram to the Centre, no later than ten days prior to the event.

**8. DECORATIONS:** Decorations and backdrops shall be reviewed with Centre for proper consideration of the facility (Tablecloths and decorating can be provided at an additional cost to the rentee.)

**9. CUSTODIAL SERVICES:** All rentals include set up time for your event, on site coverage at/during your event and the breakdown of tables etc. at the conclusion of your event.

**10.** Renting party is responsible for clean up of hall area, making sure all rubbish gets into the trash bins. This is critical to security deposit refund.

**11.** Renting party/caterer is responsible for the complete clean-up of kitchen area. Countertops should be washed, Ovens and Microwaves should be cleaned, Floors should be swept, Trash should be placed in the outside dumpster, Coffee Machine should be washed, Wash and Clean Sinks and surrounding area. Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without the approval of the Centre. This is critical to the security deposit refund.

**12.** NO cooking or grilling will be allowed on the property. Only the preparation of cold foods and warm up of precooked hot foods will be allowed.

**13.** In the kitchen, the rental party/caterer may use the following: coffee urns, refrigerator, freezer, stoves and ovens, microwave (for warm up only).

**14.** In kitchen rental party/caterer may not use the following: dishes, pots, pans, utensils, cutlery, table linens, serving trays, dishwasher.

**15. INDEMNIFICATION/HOLD HARMLESS:** The renting party, by executing the application form, shall agree to indemnify and hold harmless the NuSTREAMS Conference Centre, its agents, servants, employees, and Executive Officers from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

**16.** Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.

**17.** This hall rental agreement may be amended to fit the particular needs of the rental party. This would require the approval of the Executive Board of the Centre.