

TERMS & CONDITIONS

The following are the terms and conditions guiding the operations of the Madonna Event Centre, Airport Road aimed at ensuring the smooth running of events and the optimal satisfaction of our esteemed clients:

- In order to reserve a hall, there shall be at least a minimum commitment deposit of 30% of the total amount designated for that hall.
- Total payment must be completed at least four (4) days before the scheduled event.
- The duration of event is for five (5) hours. For example, 1pm to 6pm. However, if an extension is requested for, every additional hour costs N70,000, which must be paid before the hour begins. You are advised to make the payment before the day of your event. This is to ensure your event runs seamlessly.
- Events on Sundays begin from 1pm.
- With regard to booking cancellation/change in date which is unavailable, 30% of the total amount for the hall shall be retained by the management. However, such request should be made at least four (4) weeks before the proposed date of the event.
- Do not cause any damage to the chairs, tables, air conditioners, flower plant vases and other equipments in the hall. Whenever damages occur, payment must be made before exiting the premises.
- Our event centre has two floors of event halls. The top floor has a seating capacity of c.a. 550 persons and the ground floor has a seating capacity of c.a. 450 persons. All chairs and tables are already provided for by the management.
- A complimentary guest lounge/dressing room is also provided for by the management.
- Customers are reminded that the guest lounge/dressing room is NOT for storage but solely for the relaxation and costume change of clients. Drinks or other items must NOT be stored in the lounge/dressing room.
- There is no provision of storage in the event hall. Items kept inside the halls or under the stair cases are at owners' risk.
- You are advised to NOT keep items in the hall unattended to before, during or after your event. Management shall not be held liable in the event of any loss.
- Clients are expected to provide their own bouncers, DJ, ushers, and decorator. Should you require assistance, we would be happy to recommend a decorator for you.
- Decorations may be done either on the day of the event or a day prior. Your decorator may choose to collaborate with the decorator handling the previous event or proceed independently once the event has concluded. The hall can also be made available overnight if they wish to fast-track their work.
- Customers are to notify their decorators that decoration materials must be uninstalled and taken out of the hall immediately after the event *particularly* for the ground floor.
- At the official close of event, we request that everyone exits the hall in order not to hinder the decluttering and tidying routine of our cleaning staff.

The management of the Madonna Event Centre wishes you an amazing event. We are happy to have you. Enjoy your stay with us.