

NIGERIAN COMMUNITY CONFERENCE CENTER

8310 W. Appleton Ave, Milwaukee, WI 53218

Website: <http://www.ncimusa.org>

Phone: 414.939.0700

Email: info@ncimusa.org

Event Date

RENTAL AGREEMENT

Receipt #

1. _____
2. _____
3. _____

Customer Info:

This Agreement is made on _____ by and between
(Today's Date - Month / Day) (Year)

Name: _____ (Here in after referred to as "Renter"), Whose

Address is: _____ and

Phone Number is: _____ and Nigerian Community In Milwaukee, Inc. (Herein referred to as "NCIM")

Renter's Valid ID— [Passport / State ID / Driver's License] : _____

Event Info:

Event Date: _____ Event Time: Start at _____ End's at _____

Name of Hall: _____

Hall Capacity: up to _____ Number of guest _____

Badagry Hall ————— \$400

Lagos Hall ————— \$700

Abuja Hall ————— \$1000

Type of Event: _____ [Please note that your contract will be submitted to the district police for review if requested]

Renter is given a free time to setup and clean-up at no charge. You are also welcome to setup a day before your event for free if there is no event taking place in the same hall you have booked for your event.

Security Deposit:

\$200 payment is required to book any of the halls. The \$200 is considered a Security Deposit payment which is due at the time of signing to hold the date and the hall for your event. The \$200 will be given back to you 48hrs after your event. This is not part of the hall fee.

Rental shall pay for the Hall Separately. Payment for the hall is due In full 14days before your event. If your event date is less then 14 days, the entire rental fee and security deposit is due at the time of booking/signing of this Agreement

- 1) Renter Acknowledge to have received the Rental Agreement - NCIM Rules and Regulation handout from NCIM agent.
_____Renter Initials

- 2) The NCCC facility is rented as is. Alterations to the facility are not permitted: pictures, trophies, lamps, furniture, and other day-to-day decorative accessories may not be relocated or removed from the premises.
_____Renter Initials

- 3) Renters are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas.
_____Renter Initials

- 4) Renter shall remove all decorations from premises at end of the event. No nails, staples, screws, pins, tape, or adhesives of any kind may be put into walls, ceilings, or floors. No adhesive tapes including scotch, masking, and duct tape may be placed on any surfaces.
_____Renter Initials

- 5) Balloons Shall NOT be hung from ceiling fans or light fixtures. No rice, confetti, birdseed, or other unapproved "celebration materials" shall be allowed inside or outside the facility. Please check with NCIM if a certain material is unapproved.
_____Renter Initials

- 6) The usage of candles in centerpieces is permitted only with approval from NCIM representative. Candles may be used on buffet tables by caterers, but only when the table/candles are under their direct supervision to minimize fire hazard.
_____Renter Initials

- 7) No Drinks whatsoever are allowed on the dance floor.
_____Renter Initials

- 8) No Alcoholic beverages are permitted, without submittal of NCIM required documents. If any alcoholic beverages are discovered, the event will close immediately and the deposit will be forfeited. Such Serving or consumption of alcohol on the premise will result in forfeiture of the entire Security Deposit (\$200.00) plus other charges
_____Renter Initials

9) Will alcohol be served at your event? Yes: _____ No: _____

If "YES", You can use our facility, ONLY if Alcohol is provided and served by a Licensed Bar Tender and/or Liquor Licensed owner pre-approved using NCIM Alcohol Policy form.

_____ Renter Initials

10) No Alcohol will be consumed inside _____ Hall. I understand that any alcoholic beverages consumed outside NCCC Building, or from any part of an automobile in the lot, or brought into NCCC in coolers, containers, clothing, purses etc., or brought on the premises by anyone other than licensed caterer shall subject Renter to the immediate cancellation and shutdown of the event.

_____ Renter Initials

11) **D.J.'s/ Musicians must be finished by 11:45 PM.** This allows time to dismantle their equipment and be out by 12:30 AM. A breach of contract occurs if the vendor is not out of the building by 12:30 AM.

D.J.'s may use a fog machine only with prior approval. No dance wax or compound, or any substance, may be spread on the floor.

_____ Renter Initials

Microphone & Speakers are available for rental if needed. Will you be renting this equipment from NCIM?

Yes _____ No _____

12) Food, drinks and any other materials that stain, damage or otherwise disfigure furniture, flooring, walls or any other part of NCCC will incur cleaning charges to remove the damages. A minimum charge of \$150 shall apply. If damages occur, NCIM will contract all repairs to be made by skilled professionals; charges for repairs will be deducted from Renter's Security Deposit. In the event that repair costs exceed the amount of Security Deposit, Renter will be responsible for the entire repair over and above the Security Deposit.

_____ Renter Initials

13) **Furniture arrangement MUST NOT BLOCK any Exit hallways, Doorways or Passageways.** NCIM shall approve furniture arrangement prior to the event. While every effort will be made to accommodate furniture setup requested by the renter, NCIM's reserves the right to adjust furniture setup as necessary to allow for Safety, Traffic flow, Security to halls or for other reasons it deems necessary.

_____ Renter Initials

14) Parked Vehicles MUST NOT BLOCK Entrance porch, or any building Outside Doors, or Entry/Exit drive routes in parking lot. Renter is requested to ensure that guests observe all City Parking & Noise ordinance.

_____Renter Initials

15) Smoking- NCCC is a non-smoking facility. All smoking should be done outside on the Parking Lot away from the front Entrance, and the cigarette butts disposed of properly. Renter is responsible for picking up cigarette butts in the front of the building, around front door area and parking lot after event.

The use of Chewing Tobacco, snuff or any other smokeless tobacco product is strictly prohibited inside NCCC. Receptacles for smokeless tobaccos, or "spit-cups" found in the premises after an event will constitute immediate forfeiture of the entire Security Deposit.

_____Renter Initials

16) **Events in Halls are by Invitation. Renter Gate/Entry Fee Charge or Ticket sales on NCIM premises is prohibited. The facility is not a Night Club.**

_____Renter Initials

17) If damages to the facility prevent the next scheduled event(s) from occurring, Renter will be responsible for any and all refundable deposits that may be demanded by future Renter(s). A joint walk-through will be requested by NCIM during the next business day after the event if damage has occurred to the facility. If no damages have occurred, as determined by NCIM, a walk-through will not be required.

_____Renter Initials

18) Security Deposit will be refunded to you 48 hours after your event ends, or on Monday Evening for those events held over the weekend, after NCIM inspection of the facility.

_____Renter Initials

19) We at the NCIM want your event to be safe and memorable and as special. We recognize that celebrations often include children, and children will be children. We ask that renter & parents supervise the children closely. Children should be kept from running, throwing food or other objects, standing in window boxes, on tables or chairs, hanging from or on doors. Children should at no time be allowed in the kitchen or bar areas, or outside if unsupervised. NCIM shall not be responsible for injuries to unsupervised children. Renters shall be responsible for all Damages incurred from renters/ guest children.

_____ Renter Initials

Renter agrees to have read and understand the NCIM Rules and Regulations in the Rental Agreement Handout and in the additional rules entitled "Additional Conditions," Concerning the use of NCCC which may be attached hereto and made a part of this Agreement.

The undersigned have duly executed the Agreement as of the day and year first above written.

Executed in DUPLICATE.

RENTER NAME SIGNATURE DATE

NCIM REPRESENTATIVE NAME SIGNATURE DATE