

Terms and Conditions

Terms and conditions of Trading for Group Accommodation, Meetings and Events ("The Agreement").

By signing the contract, the client agrees to the details on all pages of the contract and all pages of the terms and conditions.

Agreement between ("The Client") and Radisson Blu Anchorage hotel Lagos VI.

These Conditions apply to all Contracts for the provision of goods and services for group accommodation, meetings and events to the exclusion of all other terms and conditions, including any which the Client may purport to apply or which may appear in any promotional literature.

Payment

20% is due upon signing the contract. In the event of cancellation in advance of the cancellation time frames outlined below, initial booking will be forfeited.

Unless suitable credit limits have been established with Radisson Blu Anchorage Hotel, the following payment terms will apply:

1. 40% of total value of booking 3 months prior to day of the booking date.
2. Final 50% due and payable 28 days prior to date of the event.
3. 10% balance is payable 10 days prior to date of the event.
4. In the event of a booking confirmation 25 days or fewer before the booking date, 100% of the value of the booking will be due to confirm the booking.
5. If the above payment terms are not met, The Hotel reserves the right to cancel The Event or Reservation and re-let the function rooms and bedroom accommodation.
6. In any case hotel will not be able to extend credit until unless an application of the same is submitted to Credit Manager Office and credit will be extended to the companies which already have credit facility with hotel.

Cancellations of and Amendments to Accommodation

For more than 10 rooms

1. If the Client wishes to cancel some or all of the Group Accommodation, such Cancellations should be advised to The Hotel in writing. The cancellation shall be deemed to be effective from the date of receipt of written notification. Any cancellations received after 17.00hrs shall be deemed effective the following day.
2. Any postponement of Group Accommodation shall be considered a cancellation.
3. Room types offered and rates is subject to revise if below payment terms are not met.
4. If the Client cancels a booking The Hotel will charge a cancellation fee as outlined below:

Time Frame (relevant to date of reservation) Cancellation Charge

- Cancellation between 1 month 50% of anticipated charges.

- Cancellation between 15 days 75% of anticipated charges.
- Cancellation thereafter 100% of anticipated charges for less than 10 rooms (Number of rooms determine by Hotel management)
- Any cancellations made within 7 days of arrival will incur full charges
- 72 hrs before arrival, up to 5% of the booked rooms can be cancelled at no charge.

Cancellations of and Amendments to Meetings and Events

1. The client may cancel the event by written notice to Radisson Blu hotel Lagos without incurring any charge at any time up to 15 Days prior to the date of the event.
2. Any postponement of The Event shall be considered to be a cancellation.
3. If the Client cancels The Event within 15 Days of the date of the function, The Hotel shall be entitled to make the following cancellation charges.

Time Frame (relevant to date of reservation for confirmed event) Cancellation Charge

- Cancellation between 1 Month 50% of anticipated charges
 - Cancellation between 15 days 75% of anticipated charges
 - Cancellation thereafter 100% of anticipated charges
4. The basic event cost shall be calculated upon the basis of the Contracted Numbers due to attend the Event and on the basis of those items and services stipulated in the agreement and other requirements contracted for the event.
 5. The Client will advise The Hotel 10 days in advance of The Event the number of persons accurate to within 90%, attending the event. Final numbers will be required no fewer than 48 hours before the time of the event. If fewer than the contracted numbers of persons attends The Event, The Client will be charged for the contracted number. If more than the contracted numbers attend The Event, The Client will be charged according to the total number attending.
 6. The Hotel cannot be responsible to cater for a number greater than 10% above the contracted numbers.
 7. Any last minutes changes are subject to availability and may incur extra charges, however the maximum limit of changes in function sheet is 2 days prior the event.

Meetings and Events General

1. If any dispute arises as to the number of those who attend The Event, The Hotel shall determine the number and such determination shall be final and binding to the parties.
2. All bookings are provisional until the relevant Contract (signed by the client) is countersigned on behalf of the hotel and dated.
3. Any function beyond 5pm would incur a Venue Charge of N20,000 per hour. Time will be rounded to the nearest hour.
4. The Client agrees that The Hotel may accept any written or verbal amendments to the arrangements given during the course of The Event or its preparation by The Client or by anyone acting or purporting to act on The Client's behalf (unless written instructions contrary to this arrangement are issued to The Hotel by The Client 7 days in advance of The Event date) and The Client agrees to pay for any additional service provided.

5. This Agreement does not guarantee The Client exclusive use of the common areas of the Hotel, nor does it preclude The Hotel from accepting bookings or reservations from companies or organizations The Client may consider to be a competitor or in any other way prejudicing the client's interests. Any such arrangement deemed appropriate by The Client will require to written acceptance to this effect from The Hotel's General Manager.
6. The Client undertakes to begin The Event at the agreed time and to ensure that its guests, Invitees and other persons associated with The Event vacate the premises at the closing hour indicated.
7. Venue Names are merely a Guideline. The Hotel does not guarantee specific room availability as the hotel reserves the right to change the venue previously allocated should the need arise.
8. The Client undertakes not to bring beverages or any food items of any kind into The Hotel and not to cause or permit its guests to do so or until unless approved by the management.
9. The Client need to fill up approval form to bring any AV equipment during the conference/ event. Please note that if in case this form doesn't have prior approval, hotel reserves the right to deny any usage of AV equipment in hotel.
10. The Client assumes responsibility for any damage caused by him/her or any guests, invitees or other persons attending the event, whether in rooms reserved or in any other part of The Hotel and undertakes to make good or pay full restitution for the making good of any material damage to furniture, fixtures and equipment howsoever caused by persons working on their behalf during set-up or dismantling of equipment used by them. Nothing shall be affixed to the floors, walls, ceilings or columns of the allocated room by 'blu tac', nails, screws, drawing pins, tape or any other means or be suspended from the roof or ceiling of the room.
11. No advertisement, notice, sign, decoration, flag, emblem or device referring to the event may be attached to or displayed in or about the interior of The Hotel without prior approval of The Hotel's General Manager. The same conditions apply to outside advertisements. Such approval shall not be unreasonably withheld in the case of signs or notices in the interior of The Hotel relating to The Event or Group Accommodation information.
12. The Client undertakes to conduct the event in an orderly manner and in full compliance with the rules of The Hotel management and with all applicable legislation.
13. Under the terms of the Fire Precautions Act and the Rules of Conduct in force with regard to management of places of entertainment licensed by Cardiff City council, The Client undertakes to ensure that its representatives and agents do not prejudice The Hotel's responsibility for the provision of a means of escape for all persons on the premises being maintained, unobstructed and immediately available.
14. If for any reason beyond its control, The Hotel fails to make available the rooms reserved for The Client or to provide any of the agreed goods or services, it shall not be liable for any resulting loss or damage suffered by The Client; and, without prejudice to the generality of the foregoing, The Hotel shall in no event be liable for any loss or damage caused by labour disputes, power failure, government regulations, or act of God.
15. The Hotel reserves the right at all times to alter or change the rooms or accommodation to be provided to The Client for the purposes of the function, provided that such alteration or change does not materially and adversely affect the function.
16. The client may arrange for materials to be delivered to the hotel prior to the event. All packages must be clearly labeled with The Event name and date: the Hotel must be notified of delivery date and quantities to be delivered and reserves the right to refuse storage of such materials. The

Hotel will not accept any liability for damaged or lost items save as a result of established negligence by its staff. The collection of materials should be arranged within 7 days of the completion of The Event. If items are not collected within this time the Hotel reserves the right to dispose of said materials without notification. The Client must ensure that clear instructions regarding collection of materials are given to the hotel prior to departure.

17. If signing this contract on behalf of an association, the signatory (ies) takes personal responsibility for the settlement of any charges, including cancellation charges, related to the contract.
18. All Function Material must be cleared immediately after the function
19. The use of Firecrackers, smoke units and Naked flame are not allowed.
20. Radisson Blu Anchorage Hotel, Lagos, VI reserves the right to monitor or prohibit the use of any electronic equipment or machinery determined, in its sole discretion, as distracting to other exhibits.

Cancellations of and Amendments to Meetings and Events

1. The Hotel reserves the right to cancel the Group Accommodation or The Event if relative information arises following confirmation that The Hotel considers may damage the reputation of The Hotel, its owners or the Rezidor Hotel Group. In the event of such a cancellation, The Hotel will refund all advance payments but will have no further liability to The Client.
2. The Hotel reserves the right to cancel the Group Accommodation or The Event if The Client is more than 7 days in arrears with any payment due to The Hotel or if The Client becomes insolvent or enters into liquidation or receivership.

Third Party

1. Where the Client requests The Hotel to arrange for the provision of goods or services by third parties on The Client's behalf, The Hotel shall do so as the Client's agent and The Client shall be liable for all charges and liabilities in respect thereof and fully indemnify The Hotel of the same.
2. The Client shall not be entitled to assign the Agreement to any third party nor utilize the accommodation for any group other than stated in the Agreement without The Hotel's prior written consent.
3. The Agreement is between The Hotel and The Client, and The Client undertakes that is not entering into the agreement on behalf of any third party.
4. No variation to the Agreement shall be effective unless in writing and signed on behalf of both The Hotel and The Client. These conditions shall prevail over any standard conditions, which might otherwise apply.
5. Any waiver, breach, declaration of invalidity of any of these terms and conditions does not waiver, breach or invalidity of any of the other terms, which shall continue in full force and affect.
6. The signature on behalf of The Client hereunder constitutes acceptance of these terms and conditions and this Agreement supersedes the terms of any previous agreement made between The Client and The Hotel relating to the same subject matter.
7. English law governs this Agreement and the parties submit to the exclusive jurisdiction of the English Courts.

Agent Commissions

1. Net and non commissionable until unless booker can produce an IATA certificate.
2. Commission in only on rental charges and not on F&B products and Services.

Brand Protection

The Rezidor Hotel Group and The Hotel grant a limited, royalty free license for the use of the "Radisson Blu" Brand and Marks subject to prior written approval by Rezidor and/or the hotel for use in printed media only. Use of the Brand and Marks is strictly prohibited in connection with any radio, television or internet marketing or advertising including the use of the Brand in conjunction with paid listings in search engines, Meta tags, keywords, links and any other means intended to influence search engine results for internet searches invoking the Brand. The Hotel reserves the right to terminate this agreement on ten (10) days notice on any breach of this clause.

CONTACT PERSON

Your contact person at the hotel will be as follows:

DEPARTMENT	NAME	TEL/FAX NUMBER
-------------------	-------------	-----------------------

We look forward to welcoming you to the Radisson Blu Anchorage Hotel, Lagos, VI. Please do not hesitate to contact me should you have any further queries.

Kind regards,

(Name / Designation)