

**BOUNDARY
PRIME@DF LTD**

NO 72, NEXT TO HEALTHY
MIND INTERNATIONAL
SCHOOL, EAST-LEGON,
ACCRA-GHANA.
GPS: GM-009-5915

Website: boundaryprime.com

Email: info@boundaryprime.com

VENUE BOOKING FORM

Date:

Name of Group or Individual	
Address	
Email	
Contact Number	

Activity / Title of Event: (e.g. Wedding, Concert, Funeral, Board Meeting)			
Date(s) required			
Event Start Time		Event End Time	

Get in Time		Get Out Time	
(Total Hours – Include time for setting up and clearing away to nearest half hour)			
Total Hours			
Total Venue Hire Fee (See final page for hire prices)			

Frequency	Spaces Required
☐ One-off booking ☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly	☐ Outdoor Forecourt ☐ Outdoor Lawn ☐ Auditorium ☐ Double Hall ☐ Single Hall ☐ Board Room ☐ Lobby (Pop-up event)

Expected Numbers			
Organisers		Guests/Audience	
Note: For any number of guests exceeding the standard capacity per facility, additional charges will apply. Please refer to the fee table for the standard guest capacity.			

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Technical Requirements

NB. A BOUNDARY PRIME Technician will be at hand and may be hired for any events with technical requirements. Any technician brought to the facility by the hirer must be introduced to the Facility Manager and given permission to operate.

Technical Requirements	Additional information
☐ PA ☐ Screen Panels ☐ Stage Lighting ☐ Projector & Screen ☐ Staging	

Facilities BOUNDARY PRIME will provide front of house staff and parking for all hire bookings, free of charge.	Equipment Available free of charge:
Please tick the needs you require: ☐ Attendants (cost to be assessed) ☐ Tea/Coffee break (cost to be assessed) ☐ Corkage (cost to be assessed) ☐ Listing of event on website (details in marketing and publicity section) ☐ Vendors	☐ Tables & Chairs ☐ Flipchart ☐ Tablecloths ☐ Crockery & Cutlery ☐ Glassware (Polycarbonate – no glass allowed in auditorium) ☐ Display Screen ☐ Bluetooth Speaker ☐ Wi-Fi (Superfast Broadband)
Additional requirements- (costs to be agreed)	

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Marketing & Publicity

Where listing of event has been opted for, printed materials in soft and hard copy have to be sent to the facility manager for posting on the website/social media platforms and display on Boundary Prime premises.

Payment & Confirmation

Once we receive your completed form and your event and chosen date are assessed as plausible, a code will be sent to you to complete your booking to process the payment and discuss your requirements.

At least a 50% deposit will be required to lock-up the date of your event. Your booking will be confirmed upon receipt of full payment for the total Venue Hire cost. This must be done at least two weeks to your event though full payment is recommended on the outset.

Additionally, you will be required to make deposit against potential damage to equipment which will range between 25%-35% of the event charge, depending on the number of guests. The deposit against potential damage will be fully refunded if no damage is recorded or all or a proportionate portion will be retained depending on the extent of damage recorded.

Cancellation Terms

Both parties will endeavour to avoid cancellation, but should it be deemed necessary, the party cancelling the hire will inform the other party at the earliest opportunity. If BOUNDARY PRIME cancels your hire, your payment will be refunded in full. Non-confirmation of your event by BP will entitle you to a full refund of your deposit/full amount paid.

If you cancel your hire four weeks (in the case of longer bookings) or two weeks (in the case of shorter bookings) to your event, you will forfeit part of the fee for administrative inconvenience. If you cancel your hire two weeks (in the case of longer bookings) or one week (in the case of shorter bookings) to your event, your deposit will be forfeited, or if full payment has been made, 50% will be forfeited.

Failure to pay your full hire cost two weeks (in the case of longer bookings) or one week (in the case of shorter bookings) to your event will entitle BP the right to cancel your booking. There will be no refund of your deposit.

Bookings made two weeks or less to the event date will require full payment to be made.

Longer bookings refer to booking made at least three (3) months to the intended date of event and shorter bookings refer to booking made two (2) months or shorter to the intended date of event.

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By signing below you agree that you agree to the Terms and Conditions of hire.

Signed

Date

Please return the completed form by hand or email to facilitymanager@boundaryprime.com. Once the required deposit or payment is made and bookings confirmed you may direct any questions or provide updates on your preparation via email or telephone. Where physical attendance is necessary you may book an appointment.

Or by post to;
P. O. Box MD 866
Boundary Prime@DF Ltd
Madina – Accra

If you have any queries, please contact the Facility Manager:
facilitymanager@boundaryprime.com | Tel: +233 54 516 3296

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Boundary Prime - Available Spaces and Capacity	
Space	Capacity
Auditorium	2000 guests
Outdoor Forecourt	400 guests
Outdoor Lawn	3000 guests
Double Hall	200 guests
Single Hall	100 guests
Board Room	15 guests
Lobby	20 guests

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Boundary Prime – Additional Fees	
Additional Guests	
Security Deposit (Damages)	

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Boundary Prime (BP) Terms and Conditions of Hire

1. The hirers shall use the premises only for the time reserved, and for the purpose and/or functions stated in the Venue Booking Form. All setting up and clearing away time/tearing down must be included in the booking.
2. The time allotted to the hirer includes setting up and tearing down. Unless special storage arrangements have been agreed with the Facility Manager beforehand, the hirers shall ensure that all furniture, equipment and other possessions belonging to the hirers shall be removed from the premises by the hirers immediately after the event.
3. The hirers shall pay for the use of the venue the sums invoiced at the time and manner indicated.
4. Spaces are rented at base rates for up to 8 hours, including setup and tear down. Time spent beyond 8 hours will attract an additional hourly rate. The base rate may increase based on additional amenities, equipment or facilities and other requirements that may be specified in your booking.
5. It is the hirer's responsibility to ensure that vendors brought onto the facility for your function work within time. Any delays not caused by BP but from acts of hirer's vendors that disrupts the schedule of subsequent hirers on same day will be charged.
6. The hirers shall be responsible whilst using the premises for the preservation of order and shall take all practicable steps to ensure that nothing shall occur at the venue or on the premises which might offend against any statute or by-law or any regulations respecting the hiring and use of event centres or the venue or might be a nuisance to or cause reputational damage to Boundary Prime.
7. In the case of evening events, hirers are requested to encourage attendees/participants/audience/performers to leave as promptly and quietly as possible at the end of the event and to ensure that the removal of any equipment is done in the same manner.
8. The hirers shall indemnify and keep indemnified Boundary Prime from and against all loss, damage, actions, claims, costs and expenses which the management/Boundary Prime may suffer, or which may be made against them by reason of or in consequence of any act or omission of any kind committed upon the venue/premises by the hirers or by any persons acting with their express or implied permission or authority.
9. Boundary Prime takes no responsibility or liability for equipment and other logistics brought onto the premises by the hirer or his/her vendors. Accordingly, hirers are advised, where possible, to take out adequate insurance cover and/or precautionary measures for all aspects of their activity.
10. BP will provide front staff to supervise and control the set-up and tear-down for the event. The event must be entirely open to inspection at any time and without notice by the Facility Manager. Except as stated, BP front staff and Facility Manager will NOT physically assist hirer in the setting up or tearing down of logistics/equipment/decor. This does not apply where BP provides the logistics, equipment and décor for the event.

11. BP has a recommended list of vendors on the website, which the hirer, at their discretion, may utilise or draw on. Where the hirer chooses to use their own vendors for their event, they must submit these to the facility manager for approval. The hirer's vendors are required to attend all planning meetings with the facility manager to understand the rules and requirements of BP. It will be the hirer's responsibility to ensure their vendors comply with these requirements.
12. Hirers who engage the services of listed vendors do so entirely at their sole discretion, and BP takes no liability or responsibility for such engagements. Hirers who draw on the listed vendors should make sure they acquaint themselves with the terms and conditions of individual vendors.
13. A security deposit for damages will be paid in addition to the cost of hiring. Please inform us during and after your event if any damage has been done to either the venue or a part of the premises during your usage. If, in the opinion of the Facility Manager, the damage goes beyond that of normal wear and tear, the security deposit will not be refunded to the hirer and will cover the cost of repair.
14. If you wish to move any equipment and/or furniture or item at the venue or on the premises, please check first with the Facility Manager.
15. The hirer must state in the booking form whether anything is to be sold on the premises during the event booked. Commission (10%) will be charged on any sales.
16. A kitchen is provided for catering. The hirer must ensure that if used, it is kept neat during and at the end of their event. Open lawns and spaces shall not be used for cooking or catering unless prior arrangement and conditions for use have been earlier agreed upon. This will be strictly enforced.
17. No furniture may be introduced into the venue without the Facility Manager's prior approval. No fixtures or decorations requiring nails, screws, pins, staples, adhesive tape or similar shall be allowed.
18. We are happy to display posters/notices for activities taking place at Boundary Prime. However, please check with Facility Manager on suitability and conditions.
19. Where a rehearsal is necessary or required for an event, the hirer may be allowed a one-hour daytime rehearsal (before 5:00 pm) to occur up to one (1) week prior to the event at no charge. Availability is based solely on the discretion of BP's Facility Manager.
20. The hirer shall be responsible for informing all persons present at their booking of the location of fire escape routes and firefighting equipment, and when it is anticipated that more than sixty persons are likely to be present, for the appointment of stewards to take charge of an evacuation in the event of an emergency.
21. The hirers shall ensure that emergency exits are not in any way obstructed at any time. When seating is used in the rooms, the hirers shall also be responsible for ensuring adequate gangways are maintained in order to facilitate a speedy evacuation in the event of an emergency.
22. Boundary Prime strives to keep its facility and spaces in a pristine state. Hirers are obliged to keep spaces hired in the state in which they were handed over to them.
23. Hirers shall ensure that their attendees and vendors comport themselves in a responsible manner and keep all spaces occupied and common areas on the premises as tidy as possible.
24. Smoking is not permitted in any part of the premises, and the hirers shall ensure that this policy is strictly adhered to at all times.

25. The following celebration items are NOT permitted at Boundary Prime: ammunition/explosives, firecrackers, Chinese sky lanterns, sparklers or fireworks. These items are a danger to Boundary Prime and other guests.
26. Where the hirer's event exceeds the agreed time, the Facility Manager shall, unless adequate arrangements have been reached, turn off all electricity and other utilities and take steps to remove the hirer and their attendees/vendors/participants/associated parties from the premises.
27. There may be occasions when, due to unforeseen circumstances, BP is unable to accommodate your booking either in full or in part. This could be because of urgent repair works or staffing issues. Although BP will do its utmost to resolve any issues, we would reserve the right to cancel any booking either in full or in part. In these instances, there will be no liability to BP, and in such a case, any related monies already paid by the Hirer would be refunded.
28. If in the cause of an event, there is an occurrence that was unforeseen and/or arising from an act of nature such as floods, fire, civil commotion, or terrorist attacks, earthquakes, BP shall not be held liable and the hirer (shall not be entitled to a refund). Any claims for damage suffered, if established, may be made against any existing insurance taken out for the premises.
29. BP may need to be closed in an emergency, or for maintenance or repairs. The management reserves the right to cancel any booking for these reasons, and without reasonable notice.
30. In the case of non-observance or non-performance by the hirers of any conditions, or in the case that management shall be of the opinion that there is any interference with BP users or staff, or that the wear and tear of the premises, furniture, or fittings is excessive, BP staff may demand the cessation of the event and thereupon the booking shall be deemed terminated, and no refunds shall be occasioned.
31. B.P has sufficient parking space on its premises which is available for use by hirers and/or their guests for free. However, parking shall be entirely at the risk of the vehicle owner and B.P shall take no responsibility for damage to vehicles or items that are reported stolen or get missing from vehicles. B.P maintains minimal security to deter occurrences of theft or damage that may be caused to vehicles but it is entirely the responsibility of the organisers/hirers to make security arrangements to safeguard their guests.