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## CHICHIRI INTERNATIONAL CONFERENCE CENTRE HALL (CCC Hall)

### HIRING AGREEMENT FORM 2025

This is to certify that Malawi Confederation of Chambers of Commerce and Industry (MCCCI) have entered into agreement with the company / person stated below to use the CCC Hall on the conditions set forthwith overleaf.

In addition to that MCCCI undertakes to:

1. Clean up the Hall before the Hall is handed over to the company /person and to make the Hall and toilets available throughout the function.
2. Make available 1000 chairs in the Hall for the function.
3. Ensure the availability of a standby generator in case of power interruptions.

NAME OF CLIENT .....

POSTAL ADDRESS .....

Tel: ..... Fax: .....

E-mail: .....

DESCRIPTION OF THE EVENT/FUNCTION TO BE HELD IN THE HALL

DATE(S) BOOKED FOR THE EVENT .....

TIME OF THE EVENT (Tick) ☐ 12 HOURS DAY 5am-5pm ☐ 12 HOURS NIGHT 6pm to 5am ☐ 24 HOURS 5 am to 5am next day

AMOUNT OF DEPOSIT PAID (K) .....

DATE DEPOSIT PAID .....RECEIPT NUMBER .....

BALANCE .....

DATE BALANCE PAID .....RECEIPT NUMBER(S) .....

DETAILS OF DECORATION SERVICE PROVIDER .....

***Provide your bank details below for purposes of refunding the deposit:***

NAME YOUR BANK: ..... BANK ACCOUNT NUMBER .....

I have read and understood the conditions overleaf and agree to bind by them.

Name ..... Signed:..... Date:.....

**For: Client**

Name ..... Signed:..... Date:.....

**For: MCCCI**

**\*Please read the rules and regulations for hiring CCC Hall at the back of this form.**

**MCCCI - THE VOICE OF THE PRIVATE SECTOR**

# **CHICHIRI INTERNATIONAL CONFERENCE CENTRE HALL**

These rules shall be applicable to all those who wish to use the CCC Hall without any exception.

The Malawi Confederation of Chambers of Commerce & Industry (MCCCI) would like the client to note that the following conditions are binding during the use of the Chichiri International Conference Centre Hall (CCC Hall).

1. The Hall hire fees is **K1,292,241.32 per day for day time events and K1,550,689.59 per evening for evening/night events including VAT and K2,261,422.31 for 24hours event.** Fifty percent (50%) of which should be paid when booking. The balance becomes due one month before the function.
2. The Hall hire fees for events of a **political nature** is **K2,567,375.00 per day** Fifty percent (50%) of which should be paid when booking. The balance becomes due one month before the function.  
**Provided always** that where a booking of the Chichiri International Conference Centre Hall is made in one MCCCI Financial year but for use of the CCC Hall in the next financial year of MCCCI the hire fees payable shall be as set by MCCCI for the financial year for which the CCC Hall shall be used.  
**Note** The Financial year of MCCCI begins on 1<sup>st</sup> January of every year and ends on 31<sup>st</sup> December
3. No function shall take place unless the full amount of the hire fees is paid. In the event that this has not been paid and as a result the function does not take place, MCCCI will not refund any part of the money paid in advance.
4. Any booking is invalid without filling and signing this hiring form and payment of a fifty percent (50%) deposit.
5. A refundable deposit for damages of **K100,000.00 or K500,000 for events of political nature** is payable together with the booking fees. The deposit will be refunded to the client in full within 14 days after the event if no damage is caused to the hall, and its furniture and fittings. through the bank account details provided. The Client shall still be liable for damages whose cost of repair is in excess of the deposit amount. An inspection will be carried out before and after the function to assess the damage. The Client is strongly advised to participate in the inspections.
6. The deposit shall be forfeited if it has not been formally claimed within a period of six (6) months from the date of the event.
7. The refundable deposit for damages can be paid when paying the final amount or earlier, but no function will be allowed to take place without the deposit being paid. If the function fails to take place because the deposit was not paid clause "2" shall apply.
8. MCCCI does not guarantee the function will take place as there might arise a function of national importance which might call for the cancellation of the client's function. In such an event, MCCCI will opt to give the client another day that could be suitable for the client, provided that the day is free.
9. A penalty of 25% of the hire fees shall be imposed for changing of the date of the function by the client to another date. Any change of the date of the function by the client must be done at least Eight (8) weeks before the function. No change shall be accepted for any period less than Eight (8) weeks.
10. Any decoration of the CCC Hall shall be done according to the rules and regulations for decorating the CCC Hall. Prior arrangements shall be made with MCCCI to access the Hall for decoration before the event.
11. No chewing gum will be allowed in the hall. It is the responsibility of the client to make sure that this is adhered to. If this is not adhered to, MCCCI may ask the client to close the function before its intended time.
12. MCCCI reserves the right to ask the client to remove or stop any person from entering the hall if he appears / demonstrates to be under the influence of alcohol or drugs or appears to be a danger to the safety of MCCCI facilities. No person under the influence of alcohol or drugs will be allowed in the hall and in the event that this is discovered or suspected, MCCCI reserves the right to close the function before its intended time.
13. The CCC hall is a **NO SMOKING AREA**. If any person is found smoking contrary to this clause, clause "10" shall apply. No person will be allowed in the hall while he / she is smoking.
14. The client will be required to make sure that there is adequate security during the function. MCCCI reserves the right to stop the function from taking place if it feels that security measures taken are compromised.
15. The hall has a sitting capacity of 1,500. The client will be required to observe the capacity and abide by this rule to avoid overcrowding which may lead to inadequate performance of other facilities.
16. The client will be required to remove any property he brings for the function within 1 hour after the event. In some cases, the client may be required to remove these earlier if there is another function following.
17. MCCCI shall not be held responsible for any loss or damage to property brought to the Hall for any function.
18. MCCCI reserves the right to stop any function from taking place in the hall if it feels that
  - a. the function might cause damages to the Hall or any other inconvenience;
  - b. such a function might not be the right function to be held in the hall.
19. No function will be allowed to exceed the time agreed upon. For day time function, it will close at 5:00 p.m. and for evening function it will close at 05:00 a.m. No one function will be for more than 12 hours.
20. For every extra hour or part thereof, beyond the agreed time an extra **K15, 000** per hour will be levied limited to a maximum of 2 hours. Extension beyond 2 hours will be deemed a full day and charged accordingly. No extension shall be allowed if there is an event immediately following.
21. MCCCI reserves the right to cancel the client's booking if the CCC Hall is not available because of other crucial events such as national and international functions. In the event of cancellation of the client's booking as specified herein, MCCCI will be under no liability whatever to compensate the client for any loss or inconvenience whatsoever caused or occasioned to the said client by reason of such cancellation.
22. In the event of cancellation of a booking by the client:
  - a. Four weeks before the function the full hire fee is levied as penalty.
  - b. Earlier than four weeks before the function but not as early as eight weeks, half the hire fees will be levied as penalty
  - c. Earlier than eight weeks before the function, the penalty levy is one quarter of the hall hire.
  - d. All cancellations should be in writing.
23. No statement or promise of MCCCI or its agent as to any other terms and conditions shall be binding unless reduced to writing and appropriately signed by MCCCI.
24. Please send your comments and suggestion to [mccci@mccci.org](mailto:mccci@mccci.org) or leave a signed letter at the Chamber House reception.