

# TERMS AND CONDITIONS

1. A provisional booking can be held for a maximum of 2 weeks only. This date will automatically be released unless confirmed with a deposit.
2. When your booking is accepted, a non-refundable/non-transferable booking fee of €2,000.00 is required. At this time, we also require approximate numbers, mass/service times, and full contact details for both of the Happy Couple. In-House Ceremonies will be charged at a minimum of €500.00.
3. No food or beverages are permitted to be brought into the hotel, with the exception of your wedding cake.
4. Approximate numbers must be given to the hotel 1 month in advance and final numbers of guests must be confirmed along with a typed table plan 1 week in advance. Please note that we charge a minimum number of 150 guests and in the event of an increase in numbers, provided we have the space to cater for your extra guests, the additional charges will be made accordingly. We are unable to facilitate any changes to your table plan or menu within 72 hours of your wedding.
5. A menu tasting for the Happy Couple can be arranged 4-6 weeks prior to your wedding. There is a maximum of 6 to attend the wedding tasting. Any additional persons attending your menu tasting will be charged a set price. The full menu must be finalised 4 weeks in advance. Wedding Tastings will be arranged through your coordinator on a Monday - Thursday basis only. A time slot on the agreed date will be provided from the coordinator, dependent on demand in business and will be confirmed with you, a minimum of 1 week ahead of your Tasting.
6. It is Hotel policy not to accept wedding gifts. These will be directed to a member of the bridal party.
7. The Bar will close at 2.30am. If you have a DJ, they must finish at 2.30am sharp.
8. In the event of a cancellation or postponement, every effort will be made to re-let the facilities to avoid us charging cancellation fees. The following conditions apply in this instance:
  - Notifications of any cancellation must be in writing.
  - While every effort will be made to re-let the facilities, any loss incurred by the hotel, including administration charges, as a result of the cancellation will be recovered from you.
  - Cancellations made within 10 weeks of your booked date will be charged in full.
  - Cancellation charges include all items which have been confirmed.
9. With reference to payment of your reception, the following conditions must be strictly adhered to:-
  - Deposit of €2,000.00 on acceptance of your booking.
  - All payment must be made in cash or bank draft. Should you wish to pay by credit card, a 2% surcharge will apply. We regret we cannot accept personal cheques for payment.
10. This contract is personal to you and may not, under any circumstances, be transferred or assigned to any other party.
11. To comply with EU regulation, a form of acceptable photo identification (eg passport or driving licence) must be presented.
12. All prices in this brochure are inclusive of the current rate of VAT as of 1st of September 2023 and are subject to change. Any special offer packages will be deemed exempt from any VAT reductions.
13. In accordance with GDPR law all personal data obtained by us will be stored in compliance with GDPR legislation. By signing below you give us permission to contact you in relation to your wedding.
14. Wedding items are to be delivered at a time agreed upon by your wedding co-ordinator the week of the wedding and are to be clearly labelled and dated. All wedding items, including third party, are to be collected within 24 hrs of the wedding reception. The hotel does not take any responsibility for items lost, misplaced or damaged after this time and will not accept responsibility for gifts left by the couple. The Hotel does not accept any responsibility for third party suppliers items.
15. The Hotel reserves the right to renovate & refurbish different areas of the establishment.

*Date of Wedding:* .....

*Partner's Signature:*..... *Date:* / /

*Partner's Signature:*..... *Date:* / /

*On Behalf of Hotel:*..... *Date:* / /