

# Terms and Conditions

Please read these conditions carefully in order to avoid any misunderstandings regarding the terms on which reservations are accepted.

## 1. CONFIRMATION AND GUEST NUMBERS

1.1 Provisional bookings can be held for up to 5 days at which time it is at the Hotel's discretion to release the date. A copy of your wedding contract (signed by yourself) is countersigned on behalf of the Hotel and dated. The Hotel will provide you with a copy of the contract once countersigned on behalf of the Hotel. This along with your €1,500 deposit will confirm your booking.

Please Note: The Hotel reserves the right to cancel the date in the following circumstances

- The Hotel believes the booking might prejudice the reputation of the Hotel
- Should guests attending the event, behave in any way considered to be detrimental, offensive or contrary to normal expected standards of behaviour

1.2 The contract shall specify the anticipated number of guests for the event, the agreed minimum or maximum number of guests for the event.

1.3 The contract minimum represents the minimum number of guests the client guarantees will attend an event and the Hotel has calculated its charges on this basis. The amount payable by the client will therefore be calculated according to the highest of (a) the contract minimum (b) the final number or (c) the number who actually attend the event.

1.4 Maximum and Minimum Numbers: Room hire is complimentary with minimum numbers of 60 persons.

All maximum numbers are dependent on what other equipment you have in the room i.e. band / dance floor

## 2. PAYMENT

2.1 **Payment** - The final account for extras must be paid on the night/morning after the wedding. A credit card will be required to secure every event or reservation where the client does not have credit facilities.

2.2 **Deposits** - The client must pay the deposit payment(s) specified below. All deposits are non refundable in the event of cancellation however, they can be transferred to an available date within three months of the original date.

Deposit requirements for such events are as follows:

- €1,500 deposit to confirm the booking
- Final balance of estimated charge for the event (less the deposit prepaid) one month prior to the wedding
- Any remaining balance to be paid on the night of the wedding or the following morning

*Any extra charges that occur over the course of the event are to be settled by the client on departure by cash or credit card only.*

Should the client fail to pay such deposits within 5 working days of the due date, the hotel may treat the bookings as having been cancelled by the client and cancellation charges will apply as below.

2.3 The Hotel respectfully reserves the right to refund deposits in circumstances where a booking is made through a third party under false pretences. We respectfully ask that you meet with a member of our sales team to secure your booking.

## 3. CANCELLATION BY CLIENT

3.1 If the client wishes to cancel a booking or cancel a reservation of some or all bedrooms reserved either as a block booking or in conjunction with an event, such cancellations must be advised to the Hotel in the first instance verbally, followed by written notice of cancellation. Any postponements may be considered as a cancellation.

3.2 In the unfortunate event of cancellation, the hotel will make every effort to re-sell the space. Should the hotel be unsuccessful in reselling the space, cancellation charges will be incurred as follows:

- Prior to 4 months from arrival date - 25% of service booked
- From 4 months to 1 month from arrival date - 50% of service booked
- From 1 month to 2 weeks from arrival date - 75% of service booked
- Within 2 weeks of arrival date - 100% of service booked

*Please Note: Settlement terms for the payment of cancellations are within 7 days of presentation of invoice.*

### 3.3 Reduction in bedrooms and conferencing booked

- From 2-1 month prior to arrival date no charge will be applied to numbers reduced less than 20%. All reductions above 20% will be charged as per our cancellation policy.
- If less than 1 month prior to event all reductions will be charged in full as per our cancellation policy.

In addition to the cancellation fees due under clauses 3.2 and 3.3, the client must reimburse the Hotel (on an indemnity basis) for any expenditure incurred in respect of any cancelled bookings including (but not limited to) any costs, charges or penalties as a result of having to make consequential cancellation of its own arrangements with third parties in relation to the event. All amendments to and or cancellations of bookings must be forwarded to the hotel in writing.

## 4. SUPPLY OF INFORMATION

**4.1 Rooming List** - A minimum of 10 rooms must be reserved as part of your Wedding Reception booking rooming list must be submitted to the hotel at least 2 months prior to the event.

At this date (2 months prior to the wedding date) any rooms not confirmed by a credit card will be released from the group block. The Hotel shall accept name changes to room reservations at any time prior to guest arrival. Any amendments, including additions, cancellations, extension to stay must be notified in writing by the Client and confirmed by the Hotel.

*Any rooms not picked up off the wedding block will be automatically released 2 months prior to the wedding date.*

**4.2 Food & Beverage** - Menus must be selected 8 weeks prior to the event, with final numbers given no later than 4 weeks before the event. Children are welcome and menu items will be available to meet your requirements. Menu items and prices may be subject to change and seasonal variation dependant on their availability. Maximum of 10% increase for 2012.

Wine vintages may vary from time to time due to supplier difficulties beyond our control.

All food & beverage consumed on the premises must be purchased from the hotel with the exception of the wedding cake.

**4.3 Bar extension** - The cost of obtaining a bar extension on your behalf will be added to the final account. This is subject to application and approval. A request for same must be forwarded to the Hotel 60 days prior to your event. The charge for this extension is €475.00 subject to change with local licensing laws. The extension times are as follows:

Sunday – Bar closes at 11.00pm

Monday – Thursday – Bar closes at 11.30pm – Extension lasts until 1.30am

Friday – Saturday – Bar closes at 12.30am – Extension lasts until 1.30am

Entertainment must finish at the following times: 30 minutes after bar closes.

Late bar is for hotel residents only and this is available until 03.00hrs.

All prices are in Euro and inclusive of VAT and may be subject to an increase should there be any Government imposed changes accordingly.

**4.4 Accommodation** - Accommodation can be reserved at the initial booking stage. The Hotel requires a guarantee i.e. credit card to secure the booking. Rooms not guaranteed will be automatically released 2 months prior to the Wedding Date. Please note that the Hotel cannot guarantee check in to the hotel until 3.00pm.

## 5. GENERAL

**5.1 Health & Safety** - The client must fully comply with the Hotel's Health and Safety policy, a copy of which is available on request from the Hotel.

**5.2 Licensing and Statutory Regulations** - The Client shall maintain free access to fire exits at all times and shall obtain the prior approval of the Hotel before using any special effects equipment in the Hotel. The client shall observe the permitted hours, according to the current licensing laws. (A bar extension may be requested two months prior to the event which shall be subject to the current application fee). Please ask for the fee from the hotel

**5.3 Corkage** - No wines, spirits, food or beverage may be brought into the Hotel for consumption on the Hotels premises unless the prior consent of the Hotel has been made, for which a charge will be made. Please ask for the corkage charge from the hotel.

### Corkage Pricing

Wine €8.00 per bottle

Sparkling Wine / Champagne €12.50 per bottle

(Please note that this corkage is priced for standard size bottles)

5.4 **Etiquette** - The hotel reserves the right to judge acceptable levels of noise or behavior from the client, its guests, representatives or contractors. The client must observe the Hotel's direction as to noise and behaviour.

5.5 **Damage** - The Client shall be responsible to the Hotel for any damages caused to the allocated rooms or furnishings, utensils and equipment therein or to the Hotel generally by an act, default or neglect of the client. Any damage caused to the premises or grounds by the bridal party or their guests will be billed to the main account.

5.6 **Agents** - Should the client contract with the Hotel through an agent, the agent acts in that capacity for the client and not the Hotel. The client accepts full responsibility for the payment of the Hotels account.

5.7 **Signage** - If you require signage please ask the hotel for details of our policy.

5.8 **Punctuality** - The event must start and finish at the times specified in the contract. Changes to these times may not be possible unless previously agreed with the Hotel

5.9 **Equipment Storage** - The hotel will assist the client where reasonably possible with the storage of equipment etc; however, the Hotel does not accept any liability for loss or damage to any item left in storage.

5.10 **Guest Clothing and Personal Property** - The Hotel does not accept responsibility for the property of the client or of its guests. Cloak stands are provided for the convenience of clients and guests. Any goods deposited in the cloakroom or left unattended on Hotel premises are deposited at the owners risk and without any liability on the part of the Hotel. The hotel will not take responsibility for gifts, cards, cake etc left in the hotel. Please ensure you collect all your belongings before departure.

5.11 **Hotel Liability** - In no event will the Hotel's liability for any loss or damage in contract including negligence, exceed the total amount paid by the client for the event. The Hotel shall not be liable for any breach of the terms and conditions or any delay or failure in providing services as a result of causes beyond its reasonable control including (but not limited to) floods, gas leaks, strikes delays in transportation, failure of services or inaccessibility. The hotel shall not be liable for any loss incurred to any equipment, personal belongings etc. that are left unattended in any areas of the hotel including but not limited to all conference / meeting or private dining rooms

5.12 **Governing Law** - The contract shall be governed by and construed in all respect in accordance with the laws of Ireland. The contract does not affect any right that the client may have under the Hotel Proprietors Act.

## 6. INDEMNITY & INSURANCE

6.1 **Indemnity** - In the Event that the Hirer will be using the room or space hired from the hotel for commercial purposes or where the Hirer will be making the room or space available to general members of the public, the following causes will apply and the Hirer shall agree the terms therein:

The Hirer agrees to indemnify the Hotel, its representatives, agents, licensees, invitees and all other persons duly authorised from and against all actions, claims, costs, expenses and demands whatsoever and howsoever arising in connection with the Hiring which would include, without prejudice claims in respect of death, injury, loss of or damage to the person or property howsoever caused arising directly or indirectly out of or in connection with the said Hiring.

6.2 **Insurance** - We (the Hirer) also undertake to arrange Employers Liability and Public Liability Insurance and such other additional insurance that may be deemed as appropriate to cater for our liabilities assumed in this agreement and to extend such insurance to provide a specific indemnity to the Hotel.

We further undertake to provide details of such insurances to the Hotel or their Agents as and when requested to do so.

### Acceptance expiry Date:

Authorised on behalf of the Client

Authorised on Behalf of the Hotel

Client Signature 1: \_\_\_\_\_

Hotel Signature: \_\_\_\_\_

Client Signature 1: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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