

## Wedding Events Terms & Conditions

- The booking deposit (€ 600) is due to secure the date. This deposit is non-refundable and non-transferable.
- Final numbers are to be submitted 30 days in advance of the reception. The final invoice will be based on these numbers, or the minimum numbers agreed whichever is greater. Should numbers increase on the day itself, the invoice will be adjusted accordingly.
- Once final numbers have been confirmed we require a 50% prepayment of the anticipated total cost of the event.
- 100% of the anticipated remaining bill is payable 14 days prior to the event the latest.
- All cancellations must be in writing and all payments are non-refundable.
- Prices quoted include VAT of 24%. Service charge is at your own discretion.
- All prices quoted may vary depending on increases in food or labour costs, taxes, or any other unforeseen circumstances.
- No food (other than the Wedding Cake) and drinks may be brought into the Hotel for consumption on the premises.
- The bar will be closed at standard licencing hours. The hotel reserves the right to stop service and/or close the bar prior to the stated times - if the situation demands it.
- Any live and/or recorded music must finish by 12.00 midnight. After 11.00pm the volume of the music is determined by the hotel's management.
- The hotel may cancel the event in the following circumstances – Where it has reason to believe the booking might be prejudicial to the reputation of the hotel or should any guests attending the event behave in any way considered to be detrimental, offensive or contrary to normal expected standards of behaviour.
- The wedding contract must be signed by the couple. Third party signatures will not be accepted.
- All rates are quoted in Euro. All rates are inclusive of VAT at a rate of 24%. Future changes in taxes will affect all rates accordingly.
- In order for us to provide you with our high standard of service, the prearranged times must be adhered to i.e. agreed 'time of arrival', 'drinks reception' and 'dinner sit-down time'. To ensure the quality of service, we recommend that speeches commence only after dessert is served.
- Although all reasonable care will be taken, Kassandra Bay Resort will not accept any responsibility for property lost or damaged prior to, during or after the function.
- The client will be financially responsible for any loss or damage sustained to the property during their function.
- Due to any unforeseen circumstances or accidents, the venue reserves the right to cancel any booking and refund any deposit at any time.
- We do not take responsibility for the entertainment or equipment required by entertainers. The hotel however must be informed of and approve any entertainment. All entertainment must end at standard licencing hours, thus 12.00 midnight.
- We do not accept responsibility for any gifts or cards given to the Hotel. Please direct to a nominated person of your party and note that safes are provided in all guest bedrooms.



- We do not accept responsibility for any items left behind (including wedding decoration) by any of the wedding party.
- In order to perform a civil ceremony, all the legal documents will need to reach us at least 3 weeks prior to the wedding day. However, we are not to be held responsible in case the town hall has not prepared the wedding certificate in time for your departure. In that case we shall receive the certificate on your behalf and mail it to you via Tracked & Secure post.

**Please read these Terms & Conditions carefully.**

**Please sign below and return to confirm that you accept the contents of these terms and conditions relating to your Event**

NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE OF SIGNATURE : \_\_\_\_\_

NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE OF SIGNATURE : \_\_\_\_\_