

**Bride and Groom's Names:**

**Telephone:**

**Email:**

**Wedding Date:**

## **BOOKING & PAYMENT POLICY**

In order to secure your venues, we kindly request the non-refundable amount of € 550.00 as a deposit within 30 days. This non-refundable deposit will be fully credited towards the charges of your event.

In order to proceed with this deposit payment, the couple must have read and accepted all related wedding details with the terms and conditions.

Booked wedding dates can only be confirmed by a written e-mail from the Hotel's Wedding Manager within 24hrs from the request. No guarantee booking can be considered on any web site or through any other way.

A wedding summary will be prepared in cooperation with the wedding couple describing every single detail of the event. After finalizing this document, the couple have to sign each page of the wedding summary to confirm delivery and agreement.

Once the arrangements are finalized and signed, a pro-forma invoice is issued with all pre-booked event expenses. All these pre-booked expenses must be paid at the latest one **month prior to the event**. The final cost will depend on the final consumption of the guests and any other extras.

This invoice will represent the minimum commitment for the event and will not be reduced in number / total amount from this day forth.

The balance of the pro-forma invoice must be settled a month before the event takes place.

The remaining balance must be settled before departure from the hotel, after the event. If any payments are not made according to the above schedule, the Hotel shall be entitled to ask for damages for non-performance or to withdraw from this agreement without giving further warning that it will refuse performance of the agreement by the Client.

The **guaranteed number of attendees must be communicated to the hotel no less than 10 working days prior to the event**. Final charges will be based on the guaranteed number of attendees, or the total number served, whichever is greater.

For Thanos Hotel residents, any additional charges accrued during the event will be charged to the room and must be settled the next day.

For non-residents, all charges must be settled before the event.

ALMYRA

## **PAYMENTS:**

The applicable deposit may be in cash, web link or direct bank transfer.

Rates, once contracted, are binding unless changed in writing by an authorized representative of Thanos Hotels.

The charges for all facilities and services include Value Added Tax and service charge.

The hotel reserves the right to adjust the prices due to changes in costs i.e. increased taxes, inflation, fees or other conditions out of control for the hotel.

## **BANK PAYMENTS**

All bank charges are fully to be borne by remitter. Interest will accrue at the rate 7.5% per month for invoices not settled on time, in addition, for delayed payments a 2% surcharge will be levied for administrative handling costs



## **CANCELLATION POLICY**

Cancellation of services ordered must be made in writing. After signature of the contract, a cancellation free of charge is not possible anymore. For all cancellation after signing the contract, the hotel will charge a cancellation fee – depending on the number of days prior to the function - as follows:

from signature of contract:

<b>from 20 to 16 working days event</b>	<b>30% of the total revenue of the event</b>
<b>from 15 to 10 working days event</b>	<b>50% of the total revenue of the event</b>
<b>less than 10 working days event</b>	<b>80% of the total revenue of the event</b>

## **NUMBER OF GUESTS**

A minimum of twenty guests attending is required (including the couple) in order to book a wedding. We kindly ask you to confirm the final number of people participating in your party 10 working days prior to the event. NO price reduction can be granted for a smaller number of guests unless Almyra has been notified accordingly for at least 3 working days before the event. Otherwise, the originally confirmed number of guests will be charged.

A minimum stay of three nights for the wedding couple is required to hold your wedding at Almyra

## **CHOICE OF MENU/WINES**

Almyra must receive the final choice of menu and wines no later than the month prior event. Compliance with requests submitted later will depend on availability.

## **FOOD & BEVERAGE**

Due to HACCAP and EU-Regulations, Almyra does not allow any food or beverages to be brought in from outside the hotel, including your wedding cake.

## ENTERTAINMENT

There is always a noise level restriction for all venues. In consideration of our in-house guests, the hotel reserves the right to control the volume level of all audio output for all functions. Performance times are to be confirmed with the Hotel Management.

The hotel reserves the right to judge acceptable levels of noise or behavior of the client, his guests, representatives, contractors, or entertainers. The client must ensure compliance with the hotel's directions as to noise or behavior.

Music may be played at a reasonable noise level until:

- 23:00 - at the Eauzone Spa Restaurant
- 21:30 - at West Mosaics terrace
- 23:00 - at the West Mosaics restaurant
- 21:00 - at the private Kyma roof terrace
- At the Notios Restaurant music is not allowed.

***Music may be played until these times as long as no other hotel guests are disturbed.***

The hotel reserves the right to shut down any music or activity that is disturbing other hotel guests.

## AUXILIARY STAFF MEMBERS

The **Client is not entitled** to request assistance from auxiliary staff members free of charge for the transport and mounting of decorative elements, technical equipment and other items provided by Almyra or third parties.

The **hotel is not responsible** for assisting any outside vendors booked directly by the wedding couple.

All outside suppliers, entertainers and any other **outside vendors must contact the Wedding Manager at the latest one week prior to the event** to advise on the time of the delivery service.

## EVENT SPACES AND EQUIPMENT

Almyra reserves the right to place alternative rooms at the Client's disposal instead of those originally specified for the event, provided such rooms can be considered reasonable for the Client's purpose. Almyra commits, however, to notify the Client and the person ordering the event of this change in good time.

Outdoor events are subject to weather permitting and the Almyra reserves the right to offer an alternative venue for the safety and comfort of our guests.

Both infrastructure and equipment must be handled with care. The Client is liable for any damage caused or equipment or inventory items lost while the event is in progress and proof of liability is not required. The Client or person ordering the event must notify the appropriate executive staff member of Almyra on duty at the time of any damage caused.

The mounting of decorative materials or other items without the permission of Almyra is prohibited. All decorative materials must comply with fire prevention regulations (e.g., Chinese lanterns are not allowed). Decorative materials provided by the Client must be removed the morning after the wedding.

No responsibility/ liability will be taken by the hotel for any equipment, decorative items or other items brought into the hotel by any outside company. All such items need to be removed from the premises on the night of the event.

If the person organizing the event has arranged for Almyra to obtain technical or other equipment from third parties, Almyra shall act on behalf of and for the account of the person organizing the event with written approval and coordination by Almyra personnel.

The person organizing the event is responsible for seeing that it is handled with care and returned in good order and releases Almyra from liability vis-à-vis third parties.

If technical or other equipment provided by Almyra malfunctions or is defective, Almyra will endeavor to have it repaired immediately, if possible. Such occurrences do not entitle the Client to retain or reduce payments.

You will be held liable for damage caused to the hotel or hotel property in any way and will be charged accordingly



**ALMYRA PARKING SPACE**

Almyra parking space is designed for hotel room guests. Due to this limited capacity the parking lot may not be sufficient for larger groups coming with their individual vehicles.

**PUBLICITY**

In principle, the prior written approval of Almyra is required for all newspaper advertisements and other publicity material mentioning events at Almyra. If materials are published without approval, Almyra is entitled to cancel the event.

**FORCE MAJEURE**

In the case of Force Majeure, Thanos Hotels reserves the right to withdraw from the contract. The term "Force Majeure" as used here means *acts of God, acts of government, lockouts, or other industrial disturbances, acts of public enemies, blockades, war, insurrections, or riots, epidemics, fires, storms, floods, explosions, or other similar causes beyond the Almyra's reasonable control.*

**You confirm with your dated signature below that you have read and accepted the above terms and conditions for your planned event. Kindly initial pages 1, 2 and sign below, and re-submit the full document to our fax +357 26 942 818**

If the terms & conditions of this agreement are not met, Almyra reserves the right to cancel the booking.

\_\_\_\_\_

Signed on behalf of  
Wedding Couple

NAME:

DATE:

\_\_\_\_\_

Signed on behalf of  
Almyra

NAME:

DATE:

