

# Terms & Conditions

## Wedding Contract



**First of all we take this opportunity to congratulate both of you and wish you all the best and happiness in your life!**

**Also we will like to thank you for choosing Kefalos Beach Tourist Village Hotel for your Special Day!**

We respectfully ask you to read and agree our Terms & Conditions below:

**General:**

- i.** Wedding rates are valid from 1<sup>st</sup> January to 31<sup>st</sup> December of the current year.
- ii.** The price of certain items may be increased without prior notification should circumstances deem it necessary; a maximum of 10% yearly. Clients will be informed immediately should this happen.
- iii.** All quotations are subject to availability and decision is better to be made as soon as possible to avoid disappointment bookings.
- iv.** Exclusive use of an outdoor or indoor wedding venue is guarantee on the day of the wedding.
- v.** Our Chapel is available for Anglican, Catholic weddings, Renewal of Vows and Blessings.
- vi.** Music stops at 23h30 and bar closes at 24h00.
- vii.** After midnight, venue use will be charged additionally €100 per hour.
- viii.** Children under 12 years will be charged 50% of the agreed adult menu price and children under 3 years will be free of charge.
- ix.** For health and safety reasons, food on the buffet will be displayed for 3 hours only from the confirmed time of the wedding reception.
- x.** During the wedding event, food or beverages are not allowed to be brought from outside into the premises for consumption.
- xi.** Non-resident and Non-All inclusive guests on the day of the wedding are ought to buy our wedding drinks package which are charged to couple's account and the couple consider responsible to collect the money from their guests.

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- xii.** External suppliers booked by the couple and provide any kind of food or drink (i.e. sweets, ice cream, snacks, soft drinks etc), they must **strictly** follow the **HACCP** procedure which is a way of managing food safely and protecting consumers.
- xiii.** Wedding cake must be collected (if not consumed on the night) the morning after the wedding, as we cannot be held responsible for any loss or damage of the cake after this time. Same applies for any flowers & decorations
- xiv.** Prices include service charge and VAT.
- xv.** Any changes on the wedding arrangements must be given one week prior to the function day.
- xvi.** Gratuities are optional and at the discretion of the client.

### **Bar Services:**

- If needed a corkage fee of 25 Euros per bottle will apply to bottles of wine and 30 Euros to bottles of spirits

### **Menu:**

- Specialized dietary meals are available upon request.
- Should the actual number of persons exceed that of the guaranteed number given, billing will then be based on the actual number.

### **Deposit:**

- Provisional bookings are held for 14 days, after which time they are automatically released unless a deposit of €200 is received by the hotel to secure the booking.
- All bookings are considered provisional until the booking contract is signed, returned to the hotel and deposit is paid by the client.

### **Payment Policy:**

- Wedding booking will be confirmed when the requested deposit is paid.
- A pre-payment of 30% (thirty percent) of the estimated total quotation will be required within 12 months prior to the wedding and a further 25% (twenty-five percent) six months prior.
- The outstanding balance is to be settled in full on arrival.
- Payment can be made either by cash / card at the hotel or through direct bank transfer to Kefalos Bank Account.
- All deposits slips must be forwarded to [info@kefaloscyprusweddings.com](mailto:info@kefaloscyprusweddings.com) or faxed to (+0357) 26 222007
- Kefalos Banking details are as follows:

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**Bank Name:** Hellenic Bank

**Bank Address:** Paphos-Cyprus

**Account No:** 519-01-450540-01

**Account Name:** Kefalos Hotels Ltd

**Swift Code:** HEBA CY 2n

**IBAN Number:** Cy41005005190005190145054001

HELLENIC PUBLIC COMPANY LTD

PAPHOS CORPORATE BRANCH (519)

131 ARCH. MAKARIOU

3021 LIMASSOL

**Cancellations:**

Due to our exclusive one wedding per day rule; we have adapted a strict cancellation policy. In the event of any cancellation by the client the following cancellation will be incurred:

- On a calendar year we regret that all ***deposits*** are non-refundable.
- If the wedding is cancelled within 12 (twelve) calendar months of the wedding date, a cancellation fee equal to 25% (twenty five percent) of the total quotation agreed and signed – off and paid until then will be charged.
- If the wedding is cancelled within 6 (six) calendar months of the wedding date a cancellation fee, equal to 50% (fifty) of the total quotation agreed and signed – off and paid until then will be charged.
- If the wedding is cancelled within 3 (three) calendar months of the wedding date a cancellation fee, equal to 100% (one hundred) of the total quotation agreed and signed – off and paid until then will be charged.
- The above mentioned cancellation policy is also applicable to any date change unless the General Manager of the Kefalos Hotels decides otherwise in writing.

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### Loss/Damage:

- Neither Kefalos Hotel nor its agents or employees shall be liable for any damages or losses which may be caused to any of the goods of the guests brought onto the premises for whatever reason.
- Should any damage occur to the building premises, décor, carpets or linen during the function the client shall be held responsible and will be charged accordingly?

### WEDDING AGREEMENT

We have read and agree to the Terms & Conditions as stated below:

Date of the Wedding \_\_\_\_\_

Signed by the Bride \_\_\_\_\_ Signed by the Groom: \_\_\_\_\_

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Hotel / Venue Representative: \_\_\_\_\_

Please tick the box if you agree and sign here:

**Kefalos Beach Tourist Village kindly asks for your permission to display or use any photographs from your event for advertising purposes, display in our website and internet promotion at our discretion.**