

# TERMS & CONDITIONS FOR WEDDINGS



**Bride's Name:**  
**Groom's Name:**  
**Telephone:**  
**Email:**  
**Wedding Date:**  
**Wedding Planner:**  
**Christiana Mavrommatis**

## PAYMENT POLICY

The advance payments must reach the hotel according to the following:

- In order to secure a specific date we kindly request a payment of € 500.00 as a deposit. This non-refundable deposit will be fully credited towards the charges of your event.
- A wedding summary will be prepared in cooperation with the wedding couple describing every single detail of the event. After finalizing this document couple has to sign each page of the wedding summary to confirm delivery.
- Once the arrangements are finalized and signed, a pro-forma invoice is issued with all pre-booked event expenses. All these pre-booked expenses have to be paid at the latest a month prior to the event. The final cost will depend on the final consumption by 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 at reception before leaving the hotel on the day of the event.

## PAYMENTS:

The applicable deposit may be in cash, credit card payment 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.



THANOS HOTELS

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[www.thanoshotels.com](http://www.thanoshotels.com)

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## 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:

**from 20 to 16 working days**

**30% of the total revenue of the event**

**from 15 to 10 working days**

**50% of the total revenue of the event**

**less than 10 working days**

**80% of the total revenue of the event**

## NUMBER OF GUESTS

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

## CHOICE OF MENU/WINES

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

## FOOD & BEVERAGE

Due to HACCAP & 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 a noise level restriction for all venues at all times. 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 as below timings:

- 18:00hrs - 21.30hr at West Mosaics Restaurant Terrace and then move inside the restaurant till 23:30hrs
- 19:00hrs – 23:30hrs at Eauzone Spa Restaurant
- 19:00hrs – 23:30hrs at Ouzeri restaurant
- 18:00hrs – 22:00hrs at Notios restaurant
- 18:00hrs - 22:00hrs on the Kyma Suites Roof terrace (acoustic)

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.



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## 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 in assisting any outside vendors booked directly by the wedding couple.

All outside suppliers, entertainers any other outside vendors have to contact the Wedding Manager a few days prior to the event as to advise 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.

## 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.



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ALMYRA

## 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 3, sign below and re-submit the full document to our fax +357 26 945 502**

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

\_\_\_\_\_  
Signed on behalf of  
Wedding Couple

NAME:

DATE:

\_\_\_\_\_  
Signed on behalf of  
Thanos Hotels

NAME: Christiana Mavrommatis

DATE:



THANOS HOTELS

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