

Annabelle

TERMS & CONDITIONS FOR WEDDINGS

Bride and Groom's Names:

Telephone:

Email:

Wedding Date:

Wedding Manager: Christiana Mavrommatis

BOOKING & PAYMENT POLICY

- Reserved wedding dates will only be confirmed via e-mail by Hotel's Wedding Manager within 24 hr from the request.
- In order to secure a specific date we kindly request the non-refundable amount of € 750.00 as a deposit within 30 days from the date confirmation was sent. This non-refundable deposit will be fully credited towards the charges of your event.
- In order to proceed with deposit payment, the couple must have read, accepted and signed our weddings terms and conditions. Signed terms and conditions will have to be e-mailed to Hotel's Wedding Manager.
- 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 has 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 have to be paid at 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 at reception before leaving the hotel on the day of the event.



Poseidonos Avenue, 8042 Pafos, CYPRUS, Tel +357 26 885 000, Fax +357 26 945 502
annabelle@thanoshotels.com, www.annabelle.com.cy, www.thanoshotels.com



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.

CANCELLATION POLICY

Cancellation of any booked services must be made in writing.

After signature of the contract, a free of charge cancellation is not applicable.

For all cancellations 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 the hotel has been notified accordingly **at least 3 days** before the event. Otherwise originally confirmed number of guests will be charged.

CHOICE OF MENU/WINES

The hotel must receive the final choice of menu and beverages no later than 20 days before the event.

Compliance with requests submitted later will depend on availability.

Any changes of any booked services must be communicated in writing.

FOOD & BEVERAGE

Due to HACCAP and EU-Regulations, the hotel 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.

The hotel reserves the right to shut down any music or activity that does not comply with above details.

OUTSIDE VENDORS

Any outside vendor appointed by Client providing displays, exhibits, decorations, equipment, florists, musicians/entertainers etc, will have to contact the Hotel at least 3 days prior to event and will sign the terms and conditions related to outside vendors/contractors.

The hotel reserves the right to refuse any service or prohibit any activity which in the sole judgement of the hotel may be harmful, or cause an unreasonable disruption to its guests, employees or property

The Client will be held liable for damages caused to the hotel or hotel property in any way and will be charged accordingly.



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EVENT SPACES AND EQUIPMENT

The hotel reserves the right to assign alternative venues 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.
The hotel commits, however, to notify the Client or Client's representative well in advance.

Outdoor events are subject to weather permitting and the hotel 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 Client's representative must notify the appropriate hotel's executive staff member on duty at the time of any damage caused.

The mounting of decorative materials or other items without hotel's permission is not accepted.

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 immediately after the event is finished (same day).

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.

ANNABELLE PARKING SPACE

Annabelle parking space is designed for hotel's guests only. Due to this limited capacity the parking lot may be used only with prior permission.

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 Annabelle'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 26 945 502.

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

Signed on behalf of
Wedding Couple

NAME:

DATE:

Signed on behalf of
Annabelle

NAME: Christiana Mavrommatis

DATE:



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