

WEDDING TERMS & CONDITIONS 2011-2012

NAME: _____

WEDDING DATE: _____

BOOKING PROCEDURE:

A PROVISIONAL BOOKING WILL ONLY BE HELD FOR 2 WEEKS, AT WHICH TIME IT IS AT THE HOTEL'S DISCRETION TO RELEASE THE DATE UNLESS IT IS CONFIRMED BY A DEPOSIT.

A DEPOSIT OF €2,000.00 IS REQUIRED TO SECURE YOUR BOOKING WHICH IS NON – REFUNDABLE. THIS DEPOSIT MAY BE PAID BY CASH, BANKER'S DRAFT OR CREDIT CARD. NO PERSONAL CHEQUES WILL BE ACCEPTED.

A PROFORMA INVOICE WILL BE ISSUED 3 MONTHS PRIOR TO THE FUNCTION AND 50% OF THE TOTAL DUE IS PAYABLE AT THIS TIME. THE BALANCE IS PAYABLE 5 WORKING DAYS PRIOR TO THE FUNCTION. PAYMENT IS BY BANK DRAFT OR CASH ONLY.

FINAL NUMBERS POLICY:

FULL MENU DETAILS ARE REQUIRED SIX WEEKS PRIOR TO YOUR WEDDING DAY. ADDITIONAL CHARGES WILL APPLY FOR CHOICES ON ALL COURSES (E.G., CHOICE OF MAIN COURSE €5.00).

FINAL NUMBERS ARE REQUIRED 5 WORKING DAYS PRIOR TO YOUR RECEPTION AND THEY WILL BE THE MINIMUM NUMBERS CHARGED FOR. SHOULD YOUR NUMBERS DECREASE ON THE DAY OF YOUR FUNCTION, THE ORIGINAL CONFIRMED NUMBERS STAND. ANY INCREASE IN YOUR NUMBERS ATTENDING WILL BE CHARGED ACCORDINGLY. TABLE PLANS (TYPED) ARE REQUIRED 72 HOURS PRIOR TO YOUR FUNCTION.

FOOD & BEVERAGE:

NO FOOD OR BEVERAGES OF ANY KIND WILL BE PERMITTED TO BE BROUGHT ONTO THE PREMISES BY THE PATRONS OR ANY OF THE PATRONS' GUESTS OR INVITEES, WITH THE EXCEPTION OF A WEDDING CAKE.

A LATE BAR FACILITY MAY BE PROVIDED AT A CHARGE OF €450.00.

FOOD WHICH HAS NOT BEEN PREPARED ON THE PREMISES MAY NOT BE BROUGHT INTO THE HOTEL FOR COMSUMPTION, WITH THE EXCEPTION OF THE WEDDING CAKE.

ACCOMMODATION:

COMPLIMENTARY ACCOMMODATION IS OFFERED TO THE BRIDE AND GROOM ON THE NIGHT OF THEIR WEDDING, SUBJECT TO A MINIMUM OF 70 GUESTS ATTENDING THE WEDDING.

20 HOTEL BEDROOMS MAY BE RESERVED, SUBJECT TO AVAILABILITY, AT A REDUCED RATE FOR WEDDING GUESTS. ALL INDIVIDUAL BOOKINGS FROM THIS ALLOCATION MUST BE GUARANTEED BY A VALID CREDIT CARD.

ALL UNNAMED ROOMS WILL BE AUTOMATICALLY RELEASED ONE MONTH PRIOR TO THE WEDDING DATE. ANY ROOM CANCELLATIONS RECEIVED WITHIN 24 HOURS OF ARRIVAL WILL BE CHARGED THE FIRST NIGHTS ACCOMMODATION IN FULL.

ENTERTAINMENT :

ALL ENTERTAINMENT MUST BE APPROVED BY THE HOTEL MANAGEMENT AND MUST BE FINISHED BY 12.30AM (UNLESS LATE BAR FACILITY HAS BEEN CONFIRMED, THEN 1.30AM). ENTERTAINERS MUST PROVIDE THEIR OWN EQUIPMENT AND ACCEPT FULL RESPONSIBILITY FOR SAME. THE HOTEL WILL NOT ACCEPT ANY RESPONSIBILITY FOR ANY ENTERTAINMENT BOOKED. ADVERTISING AND BACKDROPS ARE NOT PERMITTED.

IT IS ASSUMED THAT NO EXCEPTIONAL NOISE WILL BE CREATED. IF IN DOUBT, PLEASE NOTIFY MANAGEMENT.

PRICE VARIATIONS :

IN THE EVENT OF CIRCUMSTANCES BEYOND THE HOTEL'S CONTROL (EG, INCREASE IN THE STANDARD RATE OF V.A.T. ON WINES, MENUS, LABOUR COSTS OR UNFORSEEN CIRCUMSTANCES). THE HOTEL RESERVES THE RIGHT TO VARY THE PRICES TO REFLECT SUCH CIRCUMSTANCES.

ALL PRICES QUOTED INCLUDE V.A.T.

ALL PRICES ARE QUOTED IN € AND ARE SUBJECT TO REVIEW.

SEAFIELD HOTEL RESERVES THE RIGHT TO ACCOMMODATE TWO OR MORE FUNCTIONS ON THE SAME DAY.

PRICES ARE BASED ON MINIMUM NUMBERS OF 140 PERSONS ON A FRIDAY OR SATURDAY IN THE MAIN BANQUETING SUITE. ROOM HIRE CHARGES WILL BE APPLICABLE WITH WEDDING LESS THAN 140

MINIMUM PRICE FOR MAIN RECEPTION MENU IS €65.00 PER PERSON FOR FRIDAY AND SATURDAY BOOKINGS.

ROOM HIRE CHARGE OF €750.00 APPLIES TO ALL FUNCTIONS HELD IN THE PAVILLION.

CANCELLATIONS :

A CANCELLATION MUST BE MADE IN WRITING. CANCELLATION CHARGES IN ADDITION TO THE FORFEIT OF THE ORIGINAL DEPOSIT WILL BE CHARGED IF THE WEDDING IS CANCELLED WITHIN 12 WEEKS OF THE DATE BOOKED. CANCELLATION CHARGES WILL APPLY TO ALL ITEMS BOOKED.

THE HOTEL RESERVES THE RIGHT TO CANCEL A BOOKING OR REFUND DEPOSITS IN CIRCUMSTANCES WHERE A BOOKING IS MADE THROUGH A THIRD PARTY OR UNDER FALSE PRETENCES. PROSPECTIVE CLIENTS MUST ALWAYS MEET A MEMBER OF MANAGEMENT BY APPOINTMENT PRIOR TO ACCEPTANCE OF THE FIRST DEPOSIT. DEPOSITS MUST BE PAID IN PERSON TO THE HOTEL; OTHERWISE THE HOTEL RESERVES THE RIGHT TO CANCEL THE BOOKING.

THE 50% OF THE PROFORMA PAID TO CONFIRM THE BOOKING, IS ONLY REFUNDABLE SHOULD SEAFIELD BE SUCCESSFUL IN RE-LETTING THE FACILITIES BOOKED.

PERSONAL PROPERTY/DAMAGES :

THE HOTEL ACCEPTS NO RESPONSIBILITY FOR THE DAMAGE OF ANY ITEM OF EQUIPMENT, FURNISHING OR OTHER PROPERTY ON THE PREMISES BY THE CUSTOMER OR PERSONS AUTHORISED BY THE CUSTOMER.

THE BRIDE AND GROOM SHALL BE RESPONSIBLE FOR ANY DAMAGE TO FITTINGS, FURNISHINGS, FIRE EQUIPMENT, SAFETY EQUIPMENT, WALLS, FLOORS, OR CARPETS CAUSED DURING THEIR FUNCTION.

THE HOTEL WILL NOT BE LIABLE FOR ANY FAILURE OR DELAY IN PROVIDING FACILITIES, SERVICES, FOOD OR BEVERAGES AS A RESULT OF EVENTS OUTSIDE ITS CONTROL.

SIGNED ON BEHALF OF SEAFIELD HOTEL

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