

Booking Terms & Conditions

1.1 Within one week of placing a provisional booking we require a non-refundable deposit of €1500.00 for weddings over 50 guests or €750.00 for weddings under 50 guests and the signed terms & conditions in order to secure the facilities. Six months prior to the date of the wedding we require an additional deposit to the equivalent of €15.00 per person. 95% of the estimated cost of the wedding less any deposits already paid is payable at least one week in advance of the wedding and can be paid by cash, credit card or bankers draft. A valid credit card must be given as guarantee along with the 95% payment.

1.2 All final accounts must be settled upon check out by cash or credit card.

1.3 A provisional booking is valid only for 7 days from the date of confirmation by the couple and if not confirmed by both payment of the above deposit and the submission of the signed terms and conditions the provisional booking will lapse and the function room can be sold to another customer or released at the discretion of the hotel.

1.4 The terms and conditions must be signed by the couple who are getting married and if signed by any person other than the couple who are getting married will render the contract null and void.

2. Regarding details for your wedding it is advisable to visit us two months before the date of the wedding to advise us of your requirements. At this stage we will discuss the essential details which need to be agreed.

3. Minimum numbers to apply for our Wedding Packages are 30 guests. Please contact our Wedding Co-Ordinator for menu options if your numbers are below 30 guests.

4.1 Minimum numbers for weddings in our suites are as follows;

- Prince Regent Suite 120 guests
- Albert & Behan Suite 90 guests
- George Bernard Shaw Suite 30 guests

These numbers are based on the number of guests sitting for the full meal.

4.2 The final number of guests must be submitted 72 hours prior to the date of the wedding. The final cost will be based on the agreed details and the final number as advised by the customer unless the actual number is greater than the final number in which case the charge will be based on the actual number attending. In the event that the final number is less than the minimum number as specified above in 4.1 the cost will be based on the minimum number of your chosen banqueting suite.

5.1 In the event of cancellation;

All deposits paid are forfeit in full.

- 12 - 9 months prior to the date of the event – 25% of services booked
- 8-2 months prior to the date of the event – 50% of services booked
- Within 2 months of the date of the event – 100% of services booked

5.2 Cancellation charges will be based on all items that have been pre-booked. Pre-booked services include but are not limited to; food, beverage, bar extension, accommodation.

5.3 All cancellations must be in writing by both parties.

6. In the event of the wedding reception being postponed;

- Prior to one year of the original date booked – the deposit may be transferred to a date booked within 12 months of the original date subject to availability. All deposits paid are forfeit in full if a suitable available date cannot be agreed.
- Within one year of the original date booked – the cancellation policy in section 5.1 will apply.

7.1 On receipt of a confirmed booking a maximum of 20 bedrooms will be reserved for the customer or persons attending the event unless the customer indicates that a lesser number of bedrooms are required.

7.2 The hotel gives no guarantee that any additional rooms other than the reserved 20 will be available. It is the responsibility of the customer to ensure that any rooms over and above the 20 allocated rooms are reserved by the customer at the booking confirmation stage and this will be subject to availability and at the best available rate.

7.3 Rooms which have not been allocated at least 28 days in advance of the event will be released automatically.

8. All prices are subject to an annual review.

9. The hotel will not accept responsibility for any entertainment not booked by a member of it's employ and such arrangements must have the approval of a member of the Hotel Management 30 days prior to the date of the function. All entertainers must provide their own equipment and accept full responsibility for the same.

10. All non-resident guests are respectfully requested to vacate the premises within half an hour after the function has finished.

11. The hotel reserves the right to cancel an event in any of the following circumstances;
- If the management of the hotel have any reason to believe that by proceeding with the event, the reputation or good standing of the hotel would be damaged or brought into disrepute and it shall be solely at the discretion of the hotel management to make this decision.
 - If the management of the hotel has reasonable cause to believe that the customer will be unable to pay the cost of the event.
 - If all deposits have not been paid in the timeframe outlined in 1.1.
 - In the event that the customer or any person attending the event behaves in any way considered to be detrimental, offensive or contrary to normal expected standards of behaviour.
 - In the event of a breach of Clause 1.3.
 - If a booking is made through a third party or under false pretences.

Under no circumstances will the deposits paid be refunded.

12. Fitzpatrick Castle Hotel reserves the right to amend charges/costs of the product being supplied to the customer in the event of changes in the rate of tax, the introduction of any government levy, or as a result of unforeseen supplier increases due to the market demand and/or lack of supply of the products supplied.

13. Fitzpatrick Castle Hotel reserves the right to host additional events (excluding weddings) in suites not reserved by the client. Such additional events may also have the same timings and include but are not limited to; banquets, conferences, parties.

14. Wedding parties may use the hotel gardens for photographs – please note that exclusivity of the gardens cannot be given.

15. Fitzpatrick Castle Hotel do not accept any responsibility for any property left in the hotel by the customer or other persons attending the event and customers should ensure that all belongings, wedding gifts, cards, cake etc are safely removed.

16. Any damage caused to the premises or grounds of the hotel by the customers or any persons attending the event is the responsibility of the customer and the hotel reserves the right to charge the customer for the cost of remedying any damage caused.

17. No food or beverage can be served or consumed on the premises unless the hotel supplies it – this clause does not apply to the wedding cake or favours.

18. The pricing for the wedding is an agreement strictly confidential between the hotel and the client and not to be discussed with other parties.

19. The hotel reserves the right to provide accommodation to a bridal party who are not having their wedding reception in the hotel on the same night as a wedding is taking place in the hotel.

20. Corkage is permitted for weddings at Fitzpatrick Castle Hotel. Please contact your wedding co-ordinator for current rates.

Signed (by client): _____	Date: _____
Signed (by hotel): _____	Date: _____
Date of Function: _____	Numbers: _____
Function Suite: _____	