



## **POULAPHOUCA**

House & Falls

### *Terms & Conditions*

Your Wedding Day is one of the most important occasions in your life. At Poulaphouca House & Falls we are committed to delivering a quality service and ask all of our clients to observe and respect our Terms and Conditions to ensure that the event runs smoothly.

The prospective Wedding Couple must meet with a Wedding Planner from Poulaphouca House & Falls before a reservation can be accepted.

#### **1. Reception**

Provisional bookings can be held for up to 14 days at which time the date will be released. A copy of your wedding contract (signed by yourself) is countersigned on behalf of Poulaphouca House & Falls and dated. Poulaphouca House & Falls will provide you with a copy of the contract once countersigned on behalf of the venue. This along with Payment of €3,000 deposit (non-refundable) will confirm your booking.

Further interim payments are due prior to your wedding:

- At 180 days (6 Months) - €4,000 (non-refundable)
- At 90 days (3 Months) - up to 50% Contract Total
- At 60 days (2 Months) - up to 75% Contract Total
- At 30 days (1 Month) - Final Invoice Balance

***Please Note: Management reserves the right to cancel the date in the following circumstances***

- Management believes the booking might prejudice the reputation of the venue.
- Should guests attending the event, behave in any way considered to be detrimental, offensive or contrary to the normal expected standards of behaviour.

The contract shall specify the anticipated number of guests for the event, the agreed minimum or maximum number of guests for the event. Should your numbers decrease, quotes/contracts will be revised accordingly.

The contract minimum (excluding children) represents the minimum number of adult guests the client guarantees will attend an event and the Venue has calculated its charges on this basis. The amount payable by the client will therefore be calculated according to the highest of (a) the contract minimum (b) the final number as agreed in advance by the clients or (c) the number who actually attend the event.

A €500 deposit will be held until the event has taken place; this is to cover breakages, soilage on towels or linen (i.e fake tan/makeup damage), to ensure no outside alcohol is consumed and having a bus on standby if the couple decide not to confirm transport with venue prior to the event. Please see below.



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- *Towels €20 per towel*
- *In the instance of any external alcohol being brought onto the premises and being consumed by guests the full deposit will be withheld as it is strictly prohibited*
- *Bus on standby €200*
- *Breakages/Damage to Property: As circumstances guide, further charge will be applied.*

## **2. Confirmation & Guest Numbers**

Your minimum guest numbers will be based on your signed contract document. The final guest numbers need to be confirmed one month prior to the date of your wedding. Your final invoice will be issued at this point and needs to be paid within 3 days of receipt.

This is the number you will be charged for unless the number increases when the additional cost will be added. VAT is included at the rate in place on the Wedding Day. The minimum number of guests applicable will be charged for, even if numbers fall short.

## **3. Payments**

A nominated person must settle any outstanding costs associated with the wedding reception prior to departure from Poulaphouca House & Falls. This person must be made known to the management before the wedding day. Payment methods include Bank Draft or cheque to be made payable to Lewis & Godsil Ltd. or bank transfer. Please allow 5 working days for bank transfers to show on our account, please bring proof of transfer amount should there be any queries on transfers. Credit Card payments for account settlement will incur a 2% surcharge.

## **4. Accommodation**

Accommodation must be taken as discussed with your Wedding Planner, meaning all 18 rooms on site must be booked for your Wedding Night.

Rooming Lists for the night or nights of your stay at Poulaphouca House & Falls must be sent 2 Weeks in advance of the Wedding. If you wish Poulaphouca House & Falls to pass on the cost of any of the rooms to your guests, all guests' contact details must be submitted one month in advance for them to be issued with a payment link and all rooms must be settled prior to guest arrival. These are charged at €100pps including breakfast (based on a minimum of 2 people sharing) if booked and paid by the wedding couple, alternatively the price per room will be €110pps if paid directly by guests.

Check in time for rooms is 3pm, check out is 11 am *sharp*. Breakfast is served from 9-10am.



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Couples who wish to get ready on site for their ceremony is solely subject to availability, access can be arranged from 8am at a charge of €500 – this is based on a maximum of 6 people. If this is not available due to events taking place the day before we will endeavor to supply access to two rooms 1 hour prior to your ceremony time.

Poulaphouca House & Falls are happy to provide couples with details of accommodation in the area, babysitters, band details, celebrants etc. However, couples must contact all of these suppliers themselves and make their arrangements with them. In the case of babysitters, we suggest that the parents wishing to avail of this service should deal with the babysitter directly to arrange times, dates and payment.

A pre-authorisation will be taken from all guests payment card's that are used to secure their room booking. Please note, this pre-authorization is used to cover any potential damages to on-site accommodation and if the guests card cannot cover these damages, the wedding couple's card will then be used to cover these damages.

#### 5. **Wedding Tasting**

We offer a complimentary culinary experience to all couples - this is in a group setting and is on a set date at the beginning of the Wedding Season each year, If this date is not suitable we cannot accept responsibility. All menu items must be submitted 6 weeks prior to your event. Individual food tastings cannot be accommodated.

#### 6. **Final Details**

Final details of menus, drinks, etc. ***are required 6 weeks prior to the wedding date.*** Please note that some menu items may be subject to change, and surcharges may apply.

No food or beverages may be served on the premises unless Poulaphouca House & Falls have supplied it, with the exception of the Wedding Cake.

Poulaphouca House & Falls provides all beverage requirements for the wedding party, no beverages of any kind (including favours) will be permitted to be brought into the resort. Any unlicensed alcohol found on the premises will be confiscated. We adhere to a strict alcohol policy and do not serve alcoholic drinks to anyone under the age of 18 years. If any of your party is fortunate enough to look younger than 18, ID will be required.

#### 7. **Entertainment**

It is essential that all entertainment arrangements have the approval of Poulaphouca House & Falls management, prior to the date of your reception. All entertainment must provide their own equipment, tables, tablecloths if they use the same and take responsibility for it. Arrangements must be made if suppliers such as the Band, Photographers, Videographers,



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Babysitters, are to be supplied with food and this will be added to the final bill.

Alcohol Service: Poulaphouca House & Falls reserves the right to close bars and/or alcohol service should any person be offensive or abusive to staff, or show signs of excessive alcohol consumption. Function room bar will operate until 1.30am, amplified music must cease 30 mins after after non resident bar closes by 2am

#### **8. Changes**

At Poulaphouca House & Falls we constantly strive to improve the product we offer, this will from time to time mean that there will be changes made at the venue between the time of booking your wedding and the wedding date itself – this can include the style of chairs, facilities and décor in general throughout the property.

#### **9. Postponement**

Should you be forced to postpone your wedding date due to a pandemic or Act of God, the monies paid can be transferred to a date booked within 12 months of the original date but the terms and conditions of your booking may change on rebooking your date.

#### **10. Schedule**

Poulaphouca House & Falls will not be held liable for any failure of delay in providing facilities, services, food or beverages as a result of events or matters outside its control. In order for Poulaphouca to adhere to our high standards, we would appreciate the day runs to schedule.

**Entry:** on the day will not be permitted before 11am on the day of your wedding.

**Speeches:** must be after the meal or during the drinks reception, If they go over the call to dinner then a charge of €500 will be charged for every 30 minutes run over.

**Pre-Wedding Day:** celebrations we require that all rooms are occupied and that there is a group dinner provided by you for your guests. The minimum amount charged for all pre-wedding day celebrations is based on 20 persons staying on site.

**Post-Wedding Day:** This is subject to availability and is only available to be offered on a Sunday, all rooms must be occupied and a minimum number of 50 guests applies for catering, a group meal and late night snacks must be provided by you.

#### **11. Insurance**

The client is advised to arrange adequate insurance to cover any unexpected changes in your own circumstances.



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### **12. Damage**

The client will be held responsible for any damage to the property which may arise during the course of the Wedding function, this includes damage caused by guests, which will be added to your bridal invoice.

### **13. Change of Event**

Should Poulaphouca House & Falls, for reasons beyond its control, need to change the event arrangements, it shall use all reasonable endeavors to offer the client alternative comparable arrangements and facilities. In this situation the client can also choose to cancel the contract and be refunded the deposit and any monies paid in advance. This does not include changes in personnel employed at the venue.

### **14. Loss or Damage**

Poulaphouca House & Falls is not liable for any loss or damage to property owned by, or in the custody of, the clients or its guests. Gifts or cards cannot be accepted by any of our staff on behalf of the Wedding Couple.

All Wedding related items should be removed from Poulaphouca at the time of check out. Should any materials/items be left following the event Poulaphouca will hold them for 7 days following the event after which time it will be disposed of accordingly. Poulaphouca House and Falls will not be responsible for damage or loss of any personal items and equipment left on the premises prior to or after any function.

In the unlikely event of a power cut, Poulaphouca House & Falls has back-up onsite generator for The Barn venue only and the remainder of your wedding night will default to The Barn if this occurs and the power cut can not be rectified.

### **15. Minors**

We welcome children and minors to be part of your Wedding experience here at Poulaphouca House & Falls but for Weddings with more than five under 12s attending, we will ask for you to have arranged a dedicated supervisor to ensure the children are looked after and taken care of on site.



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**16. Acceptance**

Payment of the first deposit indicates acceptance and understanding of the above terms and conditions. If all of the above terms and conditions are not adhered to, Poulaphouca House & Falls reserves the right to terminate the contract.

Poulaphouca House & Falls reserves the right to update and amend its Terms and Conditions and will notify all clients accordingly. Please sign overleaf.

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Signature 1

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Signature 2

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Print Name

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Print Name

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Signature on Behalf of Poulaphouca House & Falls