



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 €2,500 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 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 (i.e fake tan/makeup damage) and having a bus on standby if the couple decide not to confirm transport with venue prior to the event. Please see below.

- *Towels €20 per towel*
- *Bus on standby €200*
- *Breakages/Damage to Property: As circumstances guide, further charge will be applied.*



POULAPHOUCA

House & Falls

Terms & Conditions

2. Confirmation & Guest Numbers

One month prior to the date of your wedding the final numbers must be confirmed and a pro – forma invoice of the total cost of the wedding approved by you. **A service charge of 10% will be applied on all weddings.**

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.

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. Please, advise of the rooms and the rate you would like us to charge per room. The amount collected from your guests can be deducted from your House Hire costs.

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

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 €300 – 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 hours 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.



POULAPHOUCA

House & Falls

Terms & Conditions

5. Wedding Tasting

A complimentary culinary experience prior to your wedding is offered to the Wedding Couple and we will do our best to facilitate this around the availability of couples, within reason. If a date can not be arranged, the couple will need to choose from the menu provided.

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

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 the 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.



POULAPHOUCA

House & Falls

Terms & Conditions

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.

11. Insurance

The client is advised to arrange adequate insurance to cover any unexpected changes in your own circumstances. Poulaphouca House & Falls is covered by its own public liability insurance.

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.



POULAPHOUCA

House & Falls

Terms & Conditions

15. 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.

Signature 1

Signature 2

Print Name

Print Name

Signature on Behalf of Poulaphouca House & Falls