

## Wedding Booking Terms and Conditions

- A proposed date for a wedding can be held provisionally for two weeks, thereafter, it is at the discretion of the Osprey hotel to release the date if no booking deposit is received. Prospective clients must meet with a member of management by appointment prior to acceptance of the deposit.
- A non refundable deposit of €1,000.00 is required to secure the booking date. Payment of the deposit is acceptance of our wedding terms and conditions. The balance of payment is due 7 working days prior to the wedding date on receipt of a pro-forma invoice and confirmed booking details. Deposits and balance payments can be made by cash, bank draft, credit card or personal cheque (allowing 7 working days to clear).
- All wedding arrangements and details should be discussed no later than four weeks prior to the wedding date at a scheduled meeting with the wedding co-ordinator. The final booking details should be confirmed 7 days prior to the wedding date.
- The Osprey Hotel & Spa wedding package is based on a minimum of 110 guests on Fridays and 140 guests on Saturdays for The Ballroom Suite unless otherwise agreed with the Wedding Co-ordinator.
- The number of guests attending the wedding day & evening should be submitted 7 days prior to the wedding date. Final numbers are required 48 hours prior to the wedding date and this is the number you will be charged for on the day except if the numbers increase, in which case the larger number will be charged for. Any account in credit will be paid by Osprey Hotel Company cheque on next cheque run.
- The evening buffet must be served to a minimum of 75% of the total number of guests in attendance. Should a bar extension be required a minimum of 1 months notice must be given. The Osprey hotel accepts no responsibility for services or entertainment not booked by the hotel. No food items other than the wedding cake may be brought on to the premises for consumption.
- The Osprey will not be held liable for any loss, damage or theft to property owned by the client or their guests, before, during or after the wedding day. The Osprey reserves the right to charge for any damage caused to the premises by the client or their guests. The Osprey does not take responsibility for gifts, cards or cake left in the hotel. Please ensure you collect all your belongings before leaving the hotel.
- The Osprey shall not be held liable for any failure to provide facilities, services, food or beverage as a result of events or matters outside its control.
- The Osprey reserves the right to amend charges of products and services being supplied to the client, in the event that governmental alteration such as VAT or unforeseen supplier increases due to market demand and or lack of supply of products required.
- The residents bar is strictly only available to residents of the hotel.
- Accommodation:  
On booking confirmation, a block of 65 bedrooms may be reserved for the wedding party on Fridays. A block of 20 bedrooms may be reserved for the wedding party on Saturdays. These rooms must be guaranteed by the individual or the bride and groom. Non guaranteed rooms from this block will be released four weeks prior to the wedding date. All individual reservations must be guaranteed with a credit card and no provisional bookings will be taken. A credit card is required on arrival at check in.
- Check in time is after 3.00pm. Check out time is 12 noon.
- Hotel Amendments or Cancellations: Should the Osprey for reasons beyond its control, need to change the event arrangements, it shall use all reasonable endeavours to offer the client alternative comparable arrangements and facilities.

I have read and understand the conditions set out above, and agree to abide by the terms as set out.

Brides Signature \_\_\_\_\_ Date \_\_\_\_\_

Grooms Signature \_\_\_\_\_ Date \_\_\_\_\_

For and On Behalf  
Of the Osprey Complex \_\_\_\_\_ Date \_\_\_\_\_