

### **Terms and Conditions of Booking**

**All bookings are accepted subject to the terms and conditions set out by the Hotel and these will apply to all events held at The Mallyan Spout Hotel.**

### **Provisional Bookings**

**Provisional bookings will be held for a maximum of 14 days. Unless confirmation of the booking in writing, together with the deposit is received within this period, the provisional booking will lapse.**

### **Deposit**

**A non-refundable deposit of £500 is required to secure the date, with a further £500, non-refundable, payable 8 weeks after the initial deposit.**

### **Payment**

**Final numbers will be required 4 weeks prior to the function. The client will be invoiced for catering and other services agreed based upon this number. Payment of the balance should be received 2 weeks prior to the event.**

### **Insurance**

**We have enclosed information within the pack of a local recommended insurance broker and we do recommend that you take out this insurance**

**Please note that when the deposit/payments are not paid in full by the due date, The Mallyan Spout Hotel reserves the right to cancel the event forthwith. We accept no responsibility for any loss incurred by the Client under these circumstances and any monies already received by the Hotel are non-refundable.**

### **Cancellation Policy**

**These calculations take into account the losses incurred and potential losses due to declining other bookings at the time you booked. Our calculations include any services ordered by us on your behalf from sub-contractors.**

<b>2 weeks prior to the event</b>	<b>50% of gross event value</b>
<b>1 Week prior to the event</b>	<b>75% of gross event value</b>
<b>4 Days prior to the event</b>	<b>100% of gross event value</b>

**Again, we would recommend you take out the wedding insurance to cover any unforeseen circumstances.**