

## SPECIAL EVENTS & WEDDING VENUE CONTRACT

This Agreement is made effective as of \_\_\_\_\_, by and between Cap St. Georges Beach Club Resort (also known as Nikki Beach Club Ltd) and

Name of Bride (Client) \_\_\_\_\_

Name of Groom (Client) \_\_\_\_\_

The Clients represent that they desire to hold a special event on (date)\_\_\_\_\_

With the arrival time at \_\_\_\_\_ on the departure time of\_\_\_\_\_.

### Terms & Conditions

Our terms and conditions have been set out to ensure all guests enjoy a safe and relaxing time whilst visiting Cap St Georges Beach Club Resort. Please read this information carefully as it contains important information about weddings at Cap St Georges.

1. The reservation process is available only in English.
2. The reservation process is only available in Euro.
3. The reservation process includes three (3) steps:

Step 1: Availability & Prices | Step 2: Reservation Review | Step 3: Confirm Reservation Request

### 1. DEFINITIONS

For the purpose of these terms and conditions, the following definitions apply:

'Business Day' means any day from Monday to Friday inclusive, except public holidays.

'Resort' means Cap St Georges Beach Club Resort and its managers, supervisors and employees.

'Resort Premises' means the premises situated at Cap St Georges Beach Club Resort.

### 2. BOOKINGS

**2.1** Your chosen venue will be held tentatively for fourteen (14) days, from the date the Resort accepts your booking.

**2.2** Confirmation of your booking is required with the deposit to the Resort, (paragraph three (3) below) within fourteen (14) days of making your booking. If the deposit is not received by the Resort within fourteen (14) days, the venue will be released and your booking may be cancelled. Exceptions and extensions may apply at management's discretion.

**2.3** Seven (7) clear Business Days before your function, final payment to the Resort is required.

### 3. INFORMATION REQUIRED FOR THE RESORT'S WEDDING SALES EXECUTIVE

Bride (full-name): \_\_\_\_\_

Groom (full-name): \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Wedding day/date: \_\_\_\_\_

Ceremony time/location: \_\_\_\_\_

Reception time/location: \_\_\_\_\_

Expected no. guests: \_\_\_\_\_

### 4. DEPOSITS

**4.1** A non-refundable €500 deposit is required within fourteen (14) days of booking. The deposit is to be paid with terms and conditions signed and returned before your booking is guaranteed. Tentative bookings without a deposit paid and terms and conditions signed will only be held for a period of fourteen (14) days. The Resort reserves the right to release any tentative bookings after the fourteen (14) days.

**4.2** Seven (7) days prior to your wedding date, 100% of your wedding cost is required to be paid

### 5. PAYMENT

**5.1** Full payment of your wedding is required at least seven (7) days prior to your wedding date. Services will not be provided without the final payment being received.

**5.2** Any additional charges need to be settled on departure.

**5.3** Credit card details will be held on file for final settlement purposes. You will be notified regarding any charges processed on your credit card for any breakages, damages or incidentals.

## 6. **W**EDDING DETAILS

**6.1** You are required to provide the Resort in writing particulars of all venues, beverages, entertainment, technical requirements, room set ups, starting and finishing times in connection with your wedding. These details are required at least one (1) month before your wedding.

**6.2** Guaranteed numbers – final attendance numbers must be notified to the Resort twenty one (21) days prior to your wedding. Any reduction in attendance numbers within twenty one (21) days prior to your wedding will be subject to charging at the full contracted amount.

**6.3** You must ensure that nothing is nailed, screwed or adhered in any way to any wall, door or other part of the building unless prior permission is granted by the Resort.

**6.5** The Resort is a private resort open to other guests. All guests are required to observe house rules, trespass, noise (music is to be turned down low after 23.00) and general behavior, particularly at night. Anyone in your party creating nuisance may be asked to leave the Resort Premises immediately and will be liable for any damages caused either to other guests or the proprietor.

## 7. **W**EDDING CANCELLATION

**7.1** All cancellations are required in writing.

**7.2** All deposits / payments are non-refundable.

**7.3** Notice within six (6) months of your wedding date, 15% of the wedding cost will be charged.

**7.4** Notice within three (3) months of your wedding date, 30% of the wedding cost will be charged.

**7.5** Notice within one (1) month of your wedding date, 60% of the wedding cost will be charged.

## 8. **A**CCOMMODATION

**8.1** If accommodation for the bride and groom is included in the wedding package, please fill out the attached Wedding Accommodation Form. Once this form is returned, your accommodation will be booked and a confirmation email will be sent to you.

**8.2** Guest accommodation is subject to availability and booked on the acceptance of our accommodation terms and conditions (available on the Resort website). All guest accommodation bookings require a 30% non-refundable deposit.

**8.3** Check in is at 2.00pm and check out is at 12.00pm. Please ensure you take this into consideration when selecting your ceremony time as we cannot guarantee an early check in for your guests.

## 9. **C**IRCUMSTANCES BEYOND THE CONTROL OF THE RESORT

**9.1** If the Resort is unable to provide the facilities or any other arrangements for your wedding or any part thereof, or to otherwise perform the terms of this agreement and the Resort's failure is due to circumstances beyond its decision or control, the Resort is not responsible for any costs, damages or expenses that you may suffer or incur.

**9.2** Our services can be postponed or not delivered on time upon the incident of any enforceable 'Force Majeure' events (means any circumstance beyond our control including, but not limited to acts of God, fire, explosion, adverse weather conditions, flood, earthquake, failure of energy sources or transport network, terrorism, riot, civil commotion, war, hostilities, strikes, work stoppages, slow-downs, or other industrial disputes, accidents, riots or civil disturbances, acts of government, lack of power, non-performance or delays by suppliers or materials shortages).

## 10. CONDUCT OF THE WEDDING

**10.1** Your wedding must be conducted in an orderly and lawful manner.

**10.2** The Resort may terminate your wedding if the Resort reasonably believes that your wedding is not being conducted in an orderly and lawful manner.

**10.3** The Resort has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Resort's termination of your wedding.

**10.4** The Resort may exclude or remove any persons or possessions from your wedding or from the Resort premises. No food or beverages of any kind, other than those provided by the Resort, will be permitted at the wedding venue without the consent of a representative of the Resort.

**10.6** This Resort practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.

**10.7** Swimming Pool: The pool will be closed 30 minutes prior to the beginning of all events and will remain closed until 8am the following day! Failure of your guests to comply with pool rules may forfeit your security deposit.

## 11. EXTERNAL SUPPLIERS

**11.1** Where goods or services are supplied from an external supplier additional terms and conditions may apply, such as additional deposits, earlier confirmation of final numbers or cancellation fees. You are responsible for any fees that may apply in relation to the supplier's terms and conditions.

**11.2** The Resort acts as an agent for external suppliers, such as Photography and Videography, Decorators, Cake Supplier and others, therefore the suppliers hold all responsibility for their services.

## 12. ITEMS NOT COLLECTED

**12.1** Any items that have not been collected after the event will be disposed of within seven (7) days.

## 13. THE RESORT WAIVERS RESPONSIBILITY FOR:

**13.1** Theft, damage or loss of any goods brought onto the Resort Premises

## 14. LOSS AND DAMAGE TO THE RESORT PROPERTY

**14.1** You are responsible for all loss and damage to the property of the Resort (including the Resort Premises and any fixtures, furnishings or goods on or off the Resort) caused by or arising from any act or omission by you, your guests or any other persons attending your wedding or present in the Resort rooms.

## 15. SUBSTITUTION OF WEDDING ROOMS

**15.1** The Resort may assign you to another area or room for your wedding in the event that the area or room originally designated for your wedding is unavailable for any reason or the Resort believes the area of the Resort originally designated for your function is deemed inappropriate.

## 16. PRICE VARIATIONS

**16.1** Whilst every effort is made to maintain prices as printed or quoted, they may be subject to increase without notice to cover unforeseen price rises.

17. **MUSIC POLICIES**

**17.1** Music at the clubhouse restaurant must stay at a moderate level and must finish by 23.00.

If you do not understand any of the terms & conditions or have any questions, please discuss them with our Wedding Coordinator.

In paying the booking deposit, these terms and conditions are binding upon the client.

Signature Bride: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature Groom: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature Wedding Coordinator: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_