



- All rates are quoted in Euro and are non-commissionable. All rates are inclusive of VAT. Future changes in taxes will affect all rates accordingly.
- Bar Tabs on the night of the event must be individually negotiated in advance and accompanied with credit card/debit card details. Please be advised all credit cards are preauthorised for the agreed amount prior to event. If credit card details are not available, a debit card must be provided and will be charged the full amount of the bar tab prior to the event. Payment for the account bar facility can be made on the day by cash or credit / debit card. In the event that full payment is not made on the day of the event, then the card given will be charged to make payment.
- In order for us to provide you with our high standard of service, the prearranged times must be adhered to i.e. agreed 'time of arrival', 'drinks reception' and 'dinner sit-down time'. To ensure the quality of service, we recommend that speeches commence only after dessert is served.
- Final numbers are to be submitted 72 hours in advance of the reception. The final invoice will be based on these numbers or the minimum numbers agreed, whichever is greater. Should numbers increase on the day itself, the invoice will be adjusted accordingly.
- All photographers must have professional indemnity insurance and must provide a copy of their Public Liability Insurance to the Hotel.
- Although all reasonable care will be taken, Trinity City Hotel cannot accept any responsibility for property lost or damaged prior to, during or after the function.
- The client will be financially responsible for any loss or damage sustained to the property during their function.
- Due to any unforeseen circumstances or accidents, the venue reserves the right to cancel any booking and refund any deposit at any time.
- We do not take responsibility for the entertainment or equipment required by entertainers. The hotel however must be informed of and approve any entertainment. All entertainment must end at standard licencing hours, unless a licence extension has been applied for and granted.
- We do not accept responsibility for any gifts or cards given to the Hotel. Please direct to a nominated person of your party and note that safes are provided in all guest bedrooms.
- We do not accept responsibility for any items left behind by any of the wedding party.

## **Please read these Terms & Conditions carefully.**

Please sign below and return to confirm that you accept the contents of these terms and conditions relating to your Meeting.

**DATE OF BOOKING:**

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**NAME:**

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**SIGNATURE:**

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**DATE OF SIGNATURE:**

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