



## Terms and Conditions

- Any specific points agreed separately in the Rundown will override those relevant points in the Rules below.
- Please sign and send back – if not signed this constitutes acceptance of all points here-in
- A Booking will be accepted by email or phone and confirmed upon meeting all parties in person.

### IMPORTANT – To be Brought to the Attention of your Guests

- Check In Time is 2pm – unless otherwise agreed
- Check out Time and vacate the property by 11am unless otherwise agreed.
- No Smoking in any part of the House including bedrooms
- The Bar will close at 2:00am (or earlier as agreed by you) and all Non Residents are to vacate Ballinacurra by 2:30am latest
- The departure of non residents is the responsibility of the Host and the management of their departure must be strictly applied and adhered to.
- No food or beverages may be brought onto the property unless otherwise agreed.
- Customers are advised that as we live in a rural setting we would appreciate that they leave the property quietly and good conduct is paramount at all times.
- Breakfast Times – Please advise your guests the breakfast times that have been agreed.
- No Car Horns for Weddings or other occasions
- Unruly, abusive or aggressive behaviour will be viewed with extreme seriousness in particular towards staff. In extreme circumstances it will result in the immediate cancellation of the event without refund.
- Any changes, requests or updates after check-in will only be entertained between the hosts and the House Manager of the event. Changes by other parties will not be entertained unless the host is in attendance. Whilst every effort will be taken to accommodate last minute changes and requests, we are under no obligation due to the short lead time.

### Food and Beverage

- Wine and alcohol charged on consumption.
- All food and beverage choices and numbers must be confirmed two weeks in advance. Should numbers increase, you will be charged for accordingly but there will be no refund for reduced numbers.
- Wine and drinks will only be from our lists.
- No food or beverages may be brought into the House without prior approval.
- Sit-down Capacity in the Ballroom is 52, 96 in our Garden Room or 150+ using both rooms
- Evening Guests joining after Dinner are limited in number. All such requests must be agreed in advance.
- The Bar will close at 2:00am and all Non Residents are to vacate Ballinacurra by 2:30am latest.
- Food Tasting not an option due to nature of our exclusive use property

## Suppliers

- The Manager on duty at Ballinacurra House will liaise with all music suppliers with regards to access, volume levels, location of music etc. Music will be shut down at any time of the discretion of the management should the occasion arise. See Entertainment Guidelines
- All Musicians must agree sound levels with staff of the House and finish times adhered to – see entertainment guidelines
- No music outside after Cocktail Party due to noise restrictions
- If you bring in any suppliers (such as photographers, makeup artists, musicians, etc.) you will be responsible for co-ordinating them and whilst they are on the property.

## Booking Conditions

- The number of rooms taken must reflect the number of guests in attendance.
- Offsite guests are not allowed unless all bedrooms at Ballinacurra are already booked.
- On-site meetings are limited to two during the planning process with the final rundown the client's responsibility and finalised two weeks in advance.

## Payments and Deposits

- A deposit as agreed with management is paid on confirmation of the booking.
- In the unlikely event that you need to cancel this booking, you must notify us in writing at least 4 months before and if possible we will try to arrange an alternative date. If an alternative date is found, then the deposit will be transferred. If an alternative date cannot be found, there is no refund of the deposit.
- The balance of house rental charges and projected food costs to be paid two weeks in advance of the booking.
- Entertainment Costs to be paid on arrival in cash.
- Cancellation costs of 100% will apply to entertainment such as bands etc.
- A refundable damage bond of €3,000 is payable on confirmation by way of a credit card guarantee. This is only used in case of damage to the house.
- Cheques, cash, telegraphic transfers and bank drafts are all accepted. VISA, Mastercard and AMEX credit cards are also accepted but will incur a 2% charge.
- All prices include VAT and government charges.
- **For all Events and Weddings:** A service charge of €12.5% will be added to the Food & Beverage section of the Final Bill. A 12.5% management fee will also be applied for Entertainment to cover Sourcing, Liaising, Viewings, Staging & Dismantling.
- **For On-Site Civil Weddings:** A service charge of €500 will be added to cover additional time and set-up (or an amount otherwise agreed).
- The service charge is applicable even if you have a wedding planner or event planner employed.
- The final account must be settled on departure.
- Where Guests are paying individually for their Rooms on check out, the party booking the property is responsible for their guests paying these costs and must provide us with a Credit Card Guarantee in case of default by their guests.
- The Bride & Groom are responsible for room allocation. No calls to come to Ballinacurra House

## Children

- All Children are the responsibility of the guests and have to be monitored and cared for accordingly, especially with our proximity to water and expanse of grounds. It is highly recommended that a nanny/au-pair is on hand to care for children. Children's Safety and Supervision are the responsibility of the group and Ballinacurra are not held responsible for any negligence.

- o Nannies and/or babysitters require advance bookings.
- o Ireland's licensing hours dictate children are not allowed in bars after 9pm.
- o If children are dining separately from the adults, time and menus are to be agreed in advance.
- o All on-site activities which require setup are subject to an additional charge.
- o Extensive off-site activities are available in and around Kinsale but we recommend advance booking.

**AOB**

- o Transfer Shuttles for Non Residents to be pre-arranged. Arrangements for transfers to be arranged in advance. It is strongly recommended that a standby shuttle is pre-booked to cover transfers at closing time, given the busy nature of nightlife in Kinsale.
- o Telephones will be charged on usage.
- o Ballinacurra House acts only as an agent and does not accept liability for any accidents and/or illness to the tenant, his family, guests or servants during your time at the property.
- o Ballinacurra House will not accept liability for any damage to or losses of property.
- o Ballinacurra House reserves the right of cancellation in extreme circumstances without obligation.

**I agree to the terms and conditions as outlined above :**

**Signed:**

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Name: \_\_\_\_\_

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

Contact Numbers: \_\_\_\_\_

Date of Booking: \_\_\_\_\_

Deposit Paid: Euro \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Damage Bond : Credit Card Type \_\_\_\_\_ Exp \_\_\_\_\_ CVV \_\_\_\_\_

Credit Card Number \_\_\_\_\_

NOTE: Where the term 'Ballinacurra House' is used it refers to include the owners of Ballinacurra House, its management company PRISM Limited (Public Relations International Services Management Limited) and its staff, suppliers and operators.

**Please sign and return this document by email to  
[info@ballinacurra.com](mailto:info@ballinacurra.com)  
 or fax to 353 21 477 9071**