



## TERMS & CONDITIONS

1. Once a booking has been made, Gean House will require a £500.00 non-refundable deposit within 14 days otherwise we reserve the right to release the date to other clients if required. In addition to this a further non-refundable deposit of 50% of your exclusivity rate is required 6 months prior to the event. Full payment is then due no later than 4 weeks before your event.
2. Final numbers, Menu & Buffet Selections must be confirmed 4 weeks prior to the event. Any reduction in numbers after this time will not be refunded. If numbers increase a supplementary invoice will be issued 1 week prior to the event.
3. In the unfortunate circumstance that you have to cancel your confirmed booking, the company reserve the right to charge the following cancellation fees, according to notice received:

100%	if cancelled any later than 4 weeks prior to the event
50%	If cancelled 4 – 12 weeks prior to the event

NB: All deposits paid are non-refundable
4. Should the company, for reasons beyond their control, require to make an amendment to your booking, we reserve the right to offer an alternative choice of similar suitability.
5. The company reserves the right, without prior notice, to change the Client's assigned function room for one of equal suitability or make minor amendments to ensure the safety of its clients.
6. We do not accept liability for any failure to provide the services contracted which are due to circumstances beyond our control, including industrial action, postal communications, plant failures, flooding, storm, inclement weather, supply of gas, electricity or water, fire alarm evacuation, war, any form of hostilities or natural disasters.
7. All outstanding accounts should be settled, by agreed payment method, within 7 days of the original invoice issue date as printed on the invoice.
8. Gean house is licensed until 1.00am and after this time no drinks will be sold to any of your guests / residents. Any entertainment will also have to cease at this time.

## TERMS & CONDITIONS (cont.)

9. Gean House does not supply chair covers but we are more than happy to set them up for you, if you hire them. Each room that you wish chair covers to be used in, require a separate set to be ordered. Chair covers cannot be used when being married outside of the main building.
  
10. We are fully licensed for you to be married within the grounds surrounding Gean House a charge of £150.00 is applied if you wish to do so.
  
11. On the day of your wedding drinks will be sold on a cash basis only, no charges to guest bedrooms can be accepted.
  
12. Gean House is happy to put extra beds in family bedrooms for children where possible, but an additional charge of £15.00 per head will be applied to cover linen and breakfast costs.
  
14. Any Damages caused by your guests will be the responsibility of the person booking the venue, who will be charged accordingly for the repair or renewal of the damaged items.