

TALBOT HOTEL

C A R L O W

Function Booking Terms & Conditions

Number of Attendees

Final numbers must be updated 1 month prior and confirmed 5 days before the event. The confirmed figure 5 days prior is the minimum chargeable on the day.

Deposits

A non-refundable and non-transferable deposit is required to secure your booking:

Ballroom: €250.00

Restaurant: €50.00

Unless otherwise as agreed with the Sales Department

This deposit will not be refunded in the event of cancellation of your function.

Cancellation Policy

All cancellations must be made in writing to the Sales Department:

More than 8 weeks prior: no charge

Within 4 weeks: 50% of projected costs

Within 1 week: 100% of projected revenue

Deposits are non-refundable. Any applicable cancellation fee is payable upon demand.

No-Shows

No-shows will be charged the full agreed rate to the card held on file. No refund or credit will be issued.

Rates & VAT

All rates are quoted at the time of booking and are subject to applicable VAT. Should VAT increase before the event, contractual rates may increase accordingly. Should rates decrease, contract rates apply. The Hotel reserves the right to amend rates in line with changes to taxation or statutory charges.

Room Access & Timing

Rooms are available from the agreed start time only. Early access, overruns, or extended use must be pre-arranged and may incur additional charges. Setup access for contractors must also be agreed in advance.

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Payment Terms

Card details must be held on file at confirmation for all bookings without an approved credit account. Full payment is required on departure. Failure to settle will result in the outstanding balance being charged to the card on file.

Invoices are not issued unless a credit account has been formally approved.

Payments accepted: Cash, Debit Card, Credit Card, or Bank Transfer. Bank transfers must be received a minimum of 5 working days prior to the event.

Bank Transfer details:

Account Name: AIB Wexford

Bank Address: AIB Bank, North Main Street, Wexford

Account Number: 10577062

Sort Code: 93 33 41

IBAN: IE41 AIBK 933341 10577062

SWIFT/BIC: AIBKIE2D

The Point of Contact must settle the balance at reception on departure, or the balance will be charged to the card on file per the Card Authorisation Form.

Food & Beverage

No external food or beverages are permitted without prior written permission from the Hotel. Bills will not be split for groups of 6 or more.

Dress Code

The Hotel reserves the right to refuse entry to any guest or contractor not appropriately dressed for the type of function being held.

Conduct & Licensing

The Patron is responsible for the orderly conduct of all guests. The Hotel reserves the right to refuse or terminate service in line with licensing legislation, and may require guests to leave if their behaviour affects the safety or comfort of others. All guests must vacate the premises 30 minutes after closing time. The Residents Bar remains available to hotel residents thereafter.

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AV Equipment & Decorations

Hotel AV equipment must be used as directed by staff and the client is responsible for any damage caused. External AV suppliers must be advised to the events team in advance and the Hotel accepts no responsibility for technical issues arising from third-party equipment. Decorations are warmly welcomed, however all items must be free-standing and must not be attached to walls, ceilings, doors, or fixtures in any way. The use of cello tape, blue-tac, nails, or any adhesive on Hotel surfaces is strictly prohibited and the Patron will be liable for the cost of any resulting damage. All décor and equipment must comply with fire regulations and be delivered and collected via the loading bay, coordinated in advance with the Sales Department, within 24 hours of the event.

Client Responsibility, Damages & Liability

The Patron is responsible for any damage caused by attendees or contractors. The Patron agrees to indemnify the Hotel against all related claims. The Hotel accepts no responsibility for personal belongings unless formally accepted for safekeeping with a receipt issued. Hotel liability shall not exceed the monies paid under this Agreement. Any additional costs resulting from last-minute changes caused by the Patron will be passed on for reimbursement.

Force Majeure

Neither party shall be liable for failure to fulfil obligations due to circumstances beyond their reasonable control, including severe weather, fire, flood, pandemic, or government restrictions. The Hotel may terminate the Agreement in such circumstances upon return of the Patron's deposit.

Car Parking

Complimentary self-parking is available subject to availability. The Hotel is not liable for damage to vehicles or theft from vehicles in the car park.