

Wedding Charges & Terms/Conditions

Provisional Bookings

Provisional bookings can be held for a period of 5 days before either confirmation or cancellation of the date is required. Full contact details, including both day and evening contact telephone numbers, should be given at time of booking. After 5 days have expired the date will automatically be released unless otherwise arranged with the wedding co-ordinator.

Confirmation / Deposit

A non-refundable & non-transferrable deposit of £500 is required to secure your booking date; the payment may be in the form of cash, cheque (made payable to Park Plaza Belfast) or credit/debit card. Anyone confirming a date must also sign a copy of these terms & conditions along with the contract for your event.

Charges / Minimum Numbers

Room Hire – Civil ceremony

2010 - £60.00

2011 - £65.00

Room Hire – Afternoon & Evening Reception

2010 – Complimentary

2011 - Complimentary

Room Hire – Evening Only

2010 - £300.00

2011 - £300.00

Wedding Package Options:

Packages 1 & 2 require a minimum number of 20 guests.

The Crystal package is available for numbers of 20 – 100 people only.

All prices are valid for 2010 but are subject to annual review and may be increased.

Your wedding will be charged at the relevant rate at the time of booking.

Cancellation

In the unfortunate circumstances that you should have to cancel your confirmed booking at any time you should verbally notify the wedding Co-ordinator at Park Plaza Belfast in the first instance followed by written confirmation, a cancellation will only be officially accepted in the form of written confirmation. Any deposit or payment that has been made before the cancellation is non refundable & non transferable no matter how far in advance the payment is made.

Catering

All food and drinks consumed on the premises must be purchased from Park Plaza Belfast (with the exception of your wedding cake).

We can not allow you to provide your own catering or permit entry into our Kitchen or preparation areas.

Final Numbers / Payment

Final numbers, seating plans and full payment are required no later than 1 week (7 days) prior to your wedding date. All other booking details should be confirmed approximately 6-8 weeks prior to your wedding date.

Accommodation

As part of our gift to you, the Bride and Groom automatically receive complimentary use of our Bridal Suite on the night of your wedding with breakfast the following morning. Should you wish to book / hold any rooms for your wedding guest's we have reduced rates available, we can hold a block booking of rooms for your guest's once you confirm your wedding reception however these rooms must be confirmed no later than one week (7 days) prior to your confirmed date. The hotel reserves the right to cancel/resell any unallocated accommodation after this time.

Timings

Any late arrival by the Bridal Party will result in a penalty charge of £20.00 per staff member for every hour that the bridal party is late.

The hotel reserves the right to refuse a booking if it is deemed detrimental to hotel property or business.

We & hereby agree that we have read and understood all of the above information and agree to abide to these terms & conditions.

Client Signature 1.....

Client Signature 2