

Your Wedding At



HEADFORT

ARMS HOTEL

WEDDINGS FROM 2026 ONWARDS

Terms and Conditions

STANDARD WEDDING TERMS AND CONDITIONS OF BOOKING CONTRACT

All bookings are considered provisional until the hotel has received a deposit of €1,500.00 with full agreement to all Terms & Conditions of the Booking. Regrettably Deposits are fully non-refundable. We do not allow for transfer of dates unless in exceptional circumstances and more than 12 months before the Wedding date. A further non refundable deposit of €3,000.00 must be paid Six months before the date of the wedding. All rates included in this folder correspond to 2026/2027 only and are subject to increase in VAT following Annual Budgets.

Cancellation made within six months of the Wedding Date will forfeit full balance paid. Cancellations made within 60 days will forfeit full balance paid plus outstanding cost of the event in full. In the event of cancellation, an administration charge will be accounted for depending on the level of notice and wedding planning administered by the wedding team up to the time of cancellation. Transferral of Wedding Date may be permitted on one occasion without a charge. Second transferral will forfeit deposit paid. In the event of cancellation deposits may not be used towards any other event or function at the hotel.

The selected menu and Guest numbers must be advised to the hotel 30 days before the date of the event.

Final numbers must be advised to the hotel 5 days in advance of the reception. The final number submitted to the hotel at this time will be the minimum numbers charged. Increase in numbers will be charged accordingly. The seating plan (if one is present) must be provided to the hotel five days in advance of the event. It is the hotel's policy that a minimum of 90% of the final balance is settled & cleared before the day of wedding. Any remaining outstanding balance must be settled on the day of the wedding or before check-out. We regret Cheques will not be accepted.

The hotel does not permit confetti or confetti canons on the premises. It is not permitted to bring additional food or beverages for consumption onto the premises. Hygiene regulations demand that all food consumed be prepared on the premises. We do not offer Corkage. A Bar Exemption, if required, must be requested 3 months in advance. (This may come at an additional cost to you). It is not permitted to attach pictures, posters or temporary structures to the interior walls of the hotel or to block fire escape routes with same. The Hotel although providing advice and contact information, cannot take responsibility for booking entertainment/suppliers. All entertainment/suppliers booked by couples themselves must have the approval of the hotel management. Extras on the day of the wedding including toast drinks will be charged to final account. If there is a requirement to offer dinner to suppliers, this will be charged at 50% of the package price, suppliers will be served dinner in a dedicated area during service

Accommodation; A block booking of Bedrooms may be made for your wedding guests at Best Available Rate; Weddings over 150 persons, 20 rooms will be blocked, weddings under 150 persons 10 rooms will be blocked (unless otherwise agreed with management at the time of booking). Room Bookings must be fully allocated 6 weeks before the Wedding. Rooms not allocated by this time will be automatically released. All rooms booked must be secured with Credit Card Guarantee or Pre Payment. All other rooms will be sold at standard published rates.

Prices valid for 2027/2028 only.

I have read and agree to the standard Terms and Conditions of our Wedding Booking at the Headfort Arms Hotel

Date of Wedding; _____ Date of Signature; _____

Name on Behalf of Wedding Couple; _____ Signature; _____

On Behalf of the Venue; _____ Signature; _____

Notes; _____