

Conference Terms and Conditions

1. Application

- Application for Hire shall be addressed to the Lucan Spa Hotel upon the form supplied and shall be signed by the Hirer stating the purpose for which the venue is required and the days and times during which it is to be occupied.
- When application is made on behalf of an organization or body of persons, the Hirer shall state the name of such organization and the authority of the person making the application. The Hirer must confirm a Contact Person for the day of the event with which the hotel will liaise with on the day.

2. Room Hire and fees

- The room hire for the event is indicated on the form supplied and/or any previously communicated information by the designated hotel manager and is relevant to the hours indicated by the Hirer and agreed with the Hotel for use of the indicated conference suite.
- Access to the room is available at the start time indicated in written correspondence with both parties unless an alternative time has been agreed prior to the event. Access outside the standard ½ hour post event time will be at an additional cost.
- The final invoice must be settled on departure from the Hotel at the end of the event unless otherwise agreed with by the designated hotel manager.

3. Event Confirmation

- A signed copy of these Terms and Conditions must be received within 14 days of the provisional booking being made or the booking will be released.
- In the instance that the Hotel is booked under 2 weeks to the event date, if the signed paperwork is not received within 48-hours, the booking will be released.
- No event will be accepted without the signed Booking Confirmation Sheet and the signed Terms and Conditions.
- All confirmed Bookings must be accompanied by a valid credit/debit card to be used to secure the booking unless otherwise agreed with by the designated hotel manager.
- Any extras on the day must be signed off by the Contact Person before being supplied.
- The final invoice must be signed off by the Hirer or the Contact Person at the end of the event.

4. Catering

- External catering is not permitted.
- Catering requirements must be confirmed 3 working days prior to the scheduled event.
- For catering purposes, final delegate numbers are required 3 working days prior to the function. This figure will be the minimum number charged appearing on the final account.
- Catering arrangements not made within 3 working days of the event may eventuate in your specific requirements cannot be guaranteed.

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5. Prices

- Rates and Prices are inclusive of VAT.
- All prices are indicated on the supplied form and/or previous written communication and are agreed with the Hirer and the Hotel.
- Any extras ordered on the day must be signed off by the Contact Person and will be charged at the normal prices of the Hotel.

6. Responsibility/Items Not Collected

- The person/s signing this document on behalf of the Hirer may be held responsible for costs resulting from damage to the Hotel's property and equipment.
- The Hotel is not responsible for any loss or damage that may be suffered by the Hirer or any of the persons attending the Venue during the Hire Period as a result of any theft or misuse of equipment.
- The Hotel is not responsible for any equipment delivered to the Hotel by the Hirer or any delegate associated with the event for use during the period such equipment is at the Hotel.
- All deliveries to the Conference Centre must be arranged with the Hotel's staff prior to the delivery. All parcels must be clearly marked with the name and date of the event.
- The Hirer must ensure all items are removed off the premises at the end of the event. No items for disposal must be left behind.
- Items left in the Hotel by the Hirer, Contact Person or any delegate associated with the event will be held for a period of seven (7) days after which they will be disposed of.

7. Set Up and Delivery

- The Hirer, with consultation of the Staff at the Hotel, is responsible for the booking of adequate set up/down time for an event.
- No adhesive tape of any type is to be placed on the walls, fixtures, fittings or artwork within the Hotel.
- Any posters or pages must be adhered to the walls with Blu Tac Only.
- Any electrical wiring, leads and plugs for use in the Hotel must comply with the relevant Irish standards.
- All equipment, fittings or materials for use in the Hotel should be free from defects and in good working condition.
- The Hirer must comply with all Hotel policies.
- The Hirer and delegates associated with the event within the Hotel shall forthwith obey all directions or orders given by the Hotel's staff and management.
- The Hirer shall also be responsible and shall pay the Hotel the cost of extra cleaning incurred by the action of the Hirer or the Hirer's servants over what would be determined by the Manager to be the normal requirement.
- Private access to the Conference Suite and times of such access for set up purposes must be agreed and outlined by the Hirer to the Hotel on booking the event.

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7. Set Up and Delivery (continued)

- Public entry to the Conference Suite must be used by all delegates associated with the event for all reasons other than set up. During that part of the hiring period when delegates are admitted, all doors must be kept unlocked and ready for use as escape doors in case of alarm from fire or other cause.

8. Additional Fees

- Fax, photocopying and phone usage will incur additional fees.
- Audio-visual equipment supplied by the Hotel may incur extra hire fees.

9. Safety

- The Hirer shall be responsible for payment of the cost of any fire emergency alarms which result in Emergency Services attendance at the Hotel where the alarms have been caused by the Hirer, its employees, agents or invitees.
- It shall be at the discretion of the Manager of the Hotel to decide to employ security officers or personnel for the purpose of the event, as the Manager may deem fit and appropriate for the event. Such costs associated with hiring these security personnel will be agreed with the Hirer and added to the final invoice.
- Noise levels must be kept to a reasonable level at all hours to avoid disrupting meetings and events in the surrounding areas.

10. Event Cancellation Policy

- Either party may cancel this agreement by providing written notice to the other party. The following cancellation terms and conditions will apply:
 - Cancellation by the Client:***
 - Cancellations made by the client(s) prior to the scheduled event date will result in a forfeit of any booking deposit payments made to secure the original booking date. A booking deposit is non-refundable and non-transferable.
 - Cancellation by the Hotel:***
 - The Hotel reserves the right to cancel the event in cases of unforeseen circumstances beyond its control, such as natural disasters, acts of God, government restrictions, or other emergencies that render the venue unsuitable or unsafe for the event. In such cases, the Hotel will make reasonable efforts to provide an alternative date or venue.
 - The Hotel reserves the right to cancel or terminate any event booking at its sole discretion if it is determined that the event, its organizer(s), or any associated activity:
 - May reasonably result in harm to the reputation, safety, or operations of the Hotel or its staff and guests.
 - Is affiliated with, promotes, or involves illegal activities, discrimination, hate speech, or extremist political movements.
 - Presents a risk of non-compliance with applicable laws, regulations, or the Hotel's policies.

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10. Event Cancellation Policy (continued)

- In such cases, the Hotel's General Manager or their designated representative will have the sole authority to assess and make a final determination regarding the nature of the event and its potential impact. The Hotel will provide written notice of cancellation to the client as soon as practicable upon making such a determination. Any deposits or prepayments made by the client will be subject to the cancellation terms outlined in the contract, and refunds (if applicable) will be at the sole discretion of the Hotel.
- If cancellation is initiated by the Hotel for reasons other than those outlined above, the Hotel will refund all deposits or prepayments made by the client.

11. Accounts

- It is the Hotel's policy that all accounts are to be settled in full by cheque, corporate credit card or cash on departure of the event, unless otherwise agreed and stated in the details above and/or previous written communication between both parties.

Signed on behalf of the client: _____

Print Name: _____ **Date:** _____

Signed on behalf of Lucan Spa Hotel: _____

Print Name: _____ **Date:** _____