

## Facility Booking Policy-The Resorts of Tullymore & St Ives

- We require \$500 to hold the date, this deposit will be applied to the event balance.
- Upon holding the date a contract will be issued for you to sign and return. The contract covers basic rental information, payment terms and agreements.
- We require an additional \$1500 deposit 90 days prior to the event, this is a commitment fee to make sure we are still on track. This deposit is also applied to the event balance.
- The full menu choices, approximate headcount and timeline for the event is due two weeks prior to the event along with final payment (minus deposits).
- Final changes to head count need to be in 72 hours prior to the event (within 3% of number given prior). You may increase but not decrease your number at this time.
- Should you want to run a tab for liquor the night of the event, in the rare occasion that you need more liquor, beer, wine or appetizers than pre-purchased (as we help you determine the amount you should need), we will need a credit card on file. The balance due will be charged within one week following the event after final settlement of bill is determined.
- Cancellations , the \$500 deposit is non-refundable unless we are able to rebook the facility on the same date for which it was held. The same is true for the \$1500 deposit. You may also apply your deposit to an alternate date should you just decide to move the date, must be within a 12 month period.

## Wedding Packages-Booking & Payment Policy

30% of package is due upon booking

40% of package is due 3 months prior to the wedding date

Balance is due 14 days prior to the event.