



General Rules of the House

(as at January 2014)

Any specific points agreed separately in the Rundown will override those relevant points in the Rules below. **Please bring the relevant items to the attention of your guests.**

Times

- Check In Time is 2:00 pm – unless otherwise agreed
- Check out Time and vacate the property by 11:00 am - unless otherwise agreed.
- Depending on bookings either side of yours, these times may be changed but may incur additional charges or conditions. Please discuss with us the possibilities.
- The Bar will close at 2:00am (or earlier as agreed by you) and all Non Residents are to vacate the property by 2:30am latest.
- A residents bar will re-open once non-residents have gone. This bar will close at 4:00 am or earlier at the discretion of the House Manager or night porter.
- Breakfast Times – Please advise your guests the breakfast times that have been agreed.

Behaviour

- Any changes, requests or updates after check-in will only be entertained between you and the House Manager of the event. Changes by other parties (family, friends or suppliers) will not be entertained unless agreed by you. Whilst every effort will be taken to accommodate last minute changes and requests, we are under no obligation due to the short lead time.
- We expect our staff to be treated with respect and courtesy at all times.
- Unruly, abusive or aggressive behaviour – either towards staff or between guests - will be viewed with extreme seriousness. In extreme circumstances it will result in further action.
- The departure of non residents will be managed by the House Manager, but if there are any problems or issues, the ultimate responsibility lies with the Host and their departure must be strictly applied and adhered to.
- Customers are advised that as we live in a rural setting we would appreciate that they leave the property quietly and good conduct is paramount at all times.
- No Car Horns for Weddings or other occasions
- No Smoking in any part of the House including bedrooms – there are plenty of terraces, covered smoking area, etc where they are free to smoke.

Food and Beverage

- **No food or beverages may be brought onto the House without prior approval – either by the Host or their guests. If alcohol is “smuggled” in for personal consumption by guests - Corkage will be added to the master bill to cover the revenue shortfall. Drinks will also be confiscated.**
- Wine and drinks will only be from our current lists.
- All drinks charged on consumption – unless limits or other arrangements are made.
- All food and beverage choices and guaranteed numbers must be confirmed two weeks in advance. Should numbers increase, you will be charged for accordingly but there will be no refund for reduced numbers.
- Evening Guests joining after Dinner must be agreed in advance.
- Food Tasting not an option due to nature of our exclusive use property

Booking Conditions

- The number of rooms taken must reflect the number of guests in attendance.
- Offsite guests are not allowed unless all bedrooms at Ballinacurra guaranteed.
- The Bride & Groom are responsible for room allocation. No calls to come to Ballinacurra House.
- We don't allow family or friends access to the property prior to your event without agreed approval from you. If necessary, this access should be limited to one visit. This is to maintain your privacy.

Suppliers

- The Manager on duty at Ballinacurra House will liaise with all music suppliers with regards to access, volume levels, location of music, agreed finish times, etc. Music will be shut down at any time of the discretion of the management should the occasion arise - See Entertainment Guidelines.
- No music outside after Cocktail Party due to noise restrictions.
- If you bring in any suppliers (such as photographers, makeup artists, musicians, etc.) you will be responsible for co-ordinating them before the event, and whilst they are on the property.
- You will be responsible for reimbursement for any damage caused by your suppliers to the property.

Onsite Services

- Please see our 'Wedding Brochure' for a full list of 'What's Included'
- All additional house decoration such as flowers, table decoration, place cards, changes to the standard place settings, additional outdoor decoration, cake setup, favours, etc is the responsibility of the Host. But these must be agreed in advance with Ballinacurra.
- If you require additional staff to help in any of these setups or specialist design staff, an hourly rate will apply and must be agreed and booked in advance.
- All on-site activities which require setup must be agreed in advance. Some of these may be subject to an additional charge to cover staff time.
- Car Park – we have adequate car parking for events at Ballinacurra.
- If non-residents leave their cars on the property overnight, these cars should be collected at 'Checkout Time' as we will have other guests arriving.
- We take no responsibility for any loss or damage to guests cars or property.

Children

- If you would like us to organise babysitters, please book these in advance.
- Ireland's licensing hours dictate children are not allowed in bar after 9pm.
- If children are dining separately from the adults, time and menus are to be agreed in advance.

Other

- Extensive off-site activities are available in and around Kinsale but we recommend advance booking.
- A taxi or bus shuttle is pre-booked to cover transfers to Kinsale or elsewhere at closing time, given the busy nature of nightlife in Kinsale.
- Telephones will be charged on usage.