



## GENERAL TERMS AND CONDITIONS

1. In order to proceed with the confirmation of your Wedding / Function Date you are required to confirm and agree to the Terms and Conditions as detailed below and payment of your non-refundable deposit is an agreement of the acceptance to the terms as detailed below:
  - 1.1. By paying the Venue's non-refundable deposit you agree to all the Venue's Terms and Conditions.
  - 1.2. Final balances are due no later than 21 days before the booking. Payment of the remaining balance must be settled and cleared in full. Failure to comply with this term can and may result in the cancellation of the booking in accordance to terms of cancellation as detailed below.
  - 1.3. All functions and bookings include the Standard Rustic Wooden Tables (rectangular), White Dinner Service Set, Stainless Steel Cutlery and Glassware. Alternative thematic tables are available at an extra charge. Please contact us for our wedding extras available in order to ensure every detail of your day is planned to perfection and the choices for Table Set Up, Linen, Equipment Hire and Dressing.
  - 1.4. All dietary requirements and special needs can be fulfilled with prior notice and agreement to the venue. We work effortlessly to ensure your dining experience at Lioptetro exceeds your expectations, catering with our Menus we can extend dietary requirements to Vegans & Vegetarians.
2. All prices of the information pack are inclusive of all taxes and service charge in accordance with the Cyprus law at the time of booking. The charges within the booking currently includes taxes at 5% for Food, 9% for Food and Beverage combined and 19% Beverages (alone). If any changes are made from Governing Bodies to the changes of taxes and the rates are affected with this booking, the changes will be passed onto the client accordingly with notice. This is something outside of our control and we will endeavor to assist where possible.



3. Once your Booking is confirmed the rates for the packages will remain the same. This term is relevant to the appropriate taxes within the price.
4. All drink packages MUST be taken simultaneously to the booking. For example, if you have a cocktail package for 1hr at 1630–1730hrs and then an 3hr evening drinks package, this must be set to 1730hrs–2030hrs and thereon.
  - 4.1. Pre-ceremony drinks are available to purchase with a cash bar or alternatively can be included on an All-Day Drinks Package.
5. There are restrictions to the drink evening packages:
  - 5.1. Silver Drinks Packages can be taken over dinner from 1730hrs onwards
  - 5.2. Gold Drinks Packages can only be taken from 2045hrs. That means that If you only book an evening 3hr Gold Drinks Package this will be set to start at 2045hrs -2345hrs.
  - 5.3. We would advise for you to have a cash bar to purchase drinks for the dinner period and then revert to the Gold Drinks Package at 2045hrs. You can always enquire for an All-Day Drinks Pack.
6. All prices were correct at the time the current information packs were created however Liopetro Venue cannot be held responsible and liable for any price changes or increments made by 3rd party suppliers or companies and will pass any additional costs when necessary to the client in respect to the above.
7. The venue has the right to restrict and limit entertainment / musicians and DJs in accordance to Venues Policies. In consideration of the venue neighbors and environmental policies we limit all music to an acceptable level. This policy is implemented for the respect of others and we ask all suppliers to conform. The standard venue hire includes permitted music until 23:45hrs



8. You are prohibited from bringing into the venue any food or drinks for consumption apart from food for infants under the age of 2, without written consent of the owners and management. No liability will be accepted for the consumption of ANY food or drink not provided by the venue.
9. In addition, any Wedding Favors including miniature alcohol favors must have the written consent of the owners to be consumed on the premises.
10. The client shall indemnify and hold "Tsiatsios Enterprises Ltd" HE266546 and "LioPetro Venue", its officers, employees, management and volunteers harmless from any and all claims, injuries, damages, losses, clauses or lawsuits including legal fees, arising out of or in connection with inclement weather, force majeure and including any entity whatsoever. For ease of reference – Inclement weather shall mean the existence of rain or abnormal climatic conditions such as but not limited to whether they be hail, snow, cold, high wind, severe dust, storm, extreme high temperature or the like or any combination thereof by virtue of which it is either not reasonable or not safe for people exposed to continue working whilst the same prevail. In case of inclement weather, the booked function/ event/ party will be transferred on the next available date of the Venue by agreement of all parties and discretion of the management, reiterating that no liability is held by the Company or the Venue in the goodwill or arranging this.

#### **SUPPLIER MEALS**

11. Clients are required to ensure that they cater for the suppliers of their wedding by means of adding on supplier meals to their booking. These charged at €25.00 per person for the number of suppliers at the time of dinner and will be added to your final invoice.

#### **PRELIMINARY BOOKINGS**

12. All pre bookings are held for no more than 14 days from the date of request. If a deposit or prior agreement is not received the date will automatically be released on the public system – BookYourWeddingDay.com



### **FINAL FUNCTION SHEETS**

13. Six (6) weeks prior to the Wedding Day all Planners will be required to submit a completed Function Sheet which will be sent to you to finalize the plan for the day.

### **APPROVED SUPPLIERS**

14. It is imperative that you check that suppliers you are using for your Wedding Day are approved by the venue. This is to ensure the quality and expectations of service are not compromised. A detailed Approved Suppliers List can be obtained by request

### **SECURITY DEPOSIT**

15. It is a requirement of the management that a 300 Euros preauthorization security deposit is required held by means of a valid credit card or cash payable of the morning of the wedding when you check in the bridal suite. This deposit is required in the event of any damages, vandalism, theft or loss to the venue.

15.1. The client named on this contract (not the Wedding Planner / Tour Operator or Service Provider) will be financially responsible and charged accordingly for any breakages, loss or theft incurred directly or indirectly by themselves or guests of the booking. Any such breakages or damage will be deducted from the held deposit up to the value of €300. Any further outstanding amounts will be pursued in all cases until repaid in full.

### **CANCELLATION POLICY**

16. There is a non-refundable deposit of 600 euros. There is a scale of charges for cancellation of your Wedding / Function. The charges are as detailed below:

16.1. Up to 6 calendar months prior to the booking if you cancel your booking you will lose your 600 Euros Deposit.

16.2. Between 6 calendar months and 3 calendar months before the booking you will be charged a fee of 1500 Euros in addition to loss of deposit.



- 16.3. Between 3 calendar months and 4 weeks before the wedding if you cancel your booking you will be charged 2500 Euros in addition to the loss of deposit.
- 16.4. If the wedding is cancelled up to four weeks prior to the booking you will be charged the full 100% of the booking charges.
- 16.5. In all events we will pursue recovery of the above cancellation costs.
- 16.6. Cancellation of the function date will incur charges deemed agreed by means of this contract and the administration, preparation and loss of revenue and bookings by holding the dates relevant to the booking.

#### **NOTIFICATION AND CONSENT FOR THE PROCESSING OF PERSONAL DATA**

17. Liopetro Venue and Tsatsios Enterprises Ltd (called herein “Data Controller” or “The Venue”) hereby informs you that it collects, processes and stores, in electronic or paper form, your personal data (especially the following: full name, communication details, address, date of birth, family status, parents’ and family members’ data, photos and data in relation to the function), according to the provisions of the applicable legislation on personal data, namely today Law No. 2472/1997, and as from 25/5/2018, the Regulation (EU) 2016/679 of the European Parliament and of the Council (“General Data Protection Regulation”), as in effect from time to time (called herein as “the Personal Data Legislation”), and according to the specific terms and conditions set below:

18. The Venue collects the above personal data either at the time of the booking, during the booking procedure or after the end of the function by the client, events planner or tour operator. The Venue collects, stores and processes the above personal data solely for statistical and promotional reasons. The legal basis of the above processing is your consent granted hereby, the compliance of the Venue with its legal obligations, and the serving of the legitimate interests of the Venue. The above personal data will be accessible and processed by authorized employees of the Venue, who will process the



personal data solely for the fulfillment of the afore mentioned purposes. Furthermore, some of the above personal data will be accessible and processed, within the framework of their responsibilities, by authorized external associates of the Venue for the fulfillment of the afore mentioned purposes. Any further transfer of personal data to any third person or to a country outside the European Union, will take place only in case that it is provided so by the Personal Data Legislation.

19. The Venue will keep and process the above personal data for as long as it is required for the serving of the afore mentioned purposes of processing and in order to comply with its legal obligations and to defend itself against any legal claims. After the above time period, the Venue will proceed to the definite deletion of the above personal data.
20. Subject to the exceptions, conditions and limitations provided by the Personal Data Legislation, you can exercise your right of access, rectification, restriction of processing, objection, erasure of the above personal data, as well as – after the application of the General Data Protection Regulation – the right to data portability. In case you exercise one of the aforementioned rights, the Venue will take any possible measure for the prompt satisfaction of your request, according to the specific provisions and conditions of the Personal Data Legislation, and shall inform you in writing regarding the satisfaction of your request, or for the reasons that prevent the exercise of the right by you or the satisfaction of one or more of the aforementioned rights according to the Personal Data Legislation.
21. In addition, you may at any time withdraw your present consent, without however affecting the lawfulness of processing based on consent before its withdrawal and the processing based on other legal basis. We inform you that in case of withdrawal of your consent, we may not be able to use the above personal data.
22. Furthermore, you have the right to lodge a complaint with the Cyprus Data Protection Authority, in case you consider that the processing of your personal data is against the applicable legislation. As from 25/5/2018 (namely the date of application of General Data Protection Regulation) if you have any queries in relation to the protection of your personal data or you



wish to exercise your legal rights, please contact Tsiatsios Enterprises Ltd by using the following contact details:

Contact Person: Makis Tsiatsios

Address: 17 Rodosthenous Alexandrou St., 8500, Kouklia, Paphos, Cyprus

Tel: +357 26949696

E-mail address: [info@liopetro.com.cy](mailto:info@liopetro.com.cy)