Your wedding at Castle Leslie Estate

Celebrating love, with a positive impact.

Certified B Corporation
Learn more at bcorp.com

Castle Leslie Estate, Glaslough, Monaghan. www.castleleslie.com

CASTLE Leslie ESTATE

Your Wedding. Our Place. Our Impact.

A wedding at Castle Leslie Estate is more than a celebration, it is a chance to make a positive impact.

Castle Leslie Estate is a certified B Corporation, recognising our commitment to balancing people, planet and purpose alongside our business.

From protecting our 1,000-acre estate and its ancient woodlands and lakes, to supporting local suppliers, sourcing Irish and seasonal produce, caring for our people and contributing to our local community, sustainability is woven into the way we operate.

When you choose Castle Leslie Estate for your wedding, you are choosing a venue that is committed to leaving a positive legacy for generations to come.

- *Our Estate*
  Protecting and enhancing our woodlands, lakes, gardens and wildlife.
- *Our Food*
  Championing local, Irish and seasonal produce and supporting local suppliers.
- *Our Community*
  Creating local employment and supporting community and charitable initiatives.
- *Our Commitment*
  Certified B Corp, Green Hospitality Gold and continually working to improve our environmental and social impact.

Certified B Corporation
Learn more at bcorp.com

Thank you for your enquiry and interest in Castle Leslie Estate as a venue for your wedding celebration. Nestled on 1,000 acres of undulating Irish countryside, dotted with ancient woodlands and glittering lakes, Castle Leslie Estate is a stunningly beautiful secluded estate in Monaghan. Still in the hands of its founding family, it is steeped in history and full of character and charm. A truly private rural escape, it is a magical setting for your special wedding celebration.

Weddings at Castle Leslie Estate

Location

Located in the village of Glaslough, Co. Monaghan, Ireland, the Estate is only 80 minutes from Dublin and 60 minutes from Belfast.

We have two unique locations on the Estate where you can host your celebration so why not choose the one that suits you best.

- The magnificent Castle is full of old world grandeur and character and can accommodate wedding parties with up to 70 guests.
  (Please note Castle option is available on selected midweek dates only)
- For larger wedding parties, The Pavilion at Castle Leslie Estate is a delightful space overlooking Glaslough Lake, which can accommodate up to 260 guests. Minimum numbers apply for weekends, bank holidays and peak dates throughout the year.

We have enclosed our accommodation rates for 2028 as well as sample menus, with wedding meal prices starting from €93.00 inclusive of all taxes and service charges.

We appreciate that this is your special day and we promise you the discreet personal attention and service that you deserve. Turning your dream into a reality is our heart's desire. We hope we convey something of Castle Leslie Estate in this material and on our website at www.castleleslie.com. However, its uniqueness, character and charm can only be felt, not described. Therefore we invite you to come and experience it for yourself and look forward to welcoming you to the Estate so you can sample our renowned hospitality.

We would be delighted to show you around the Estate or discuss any aspect of your wedding plans and how we might be able to accommodate you. Please do not hesitate to contact our dedicated wedding events team on +353 47 88100 or email events@castleleslie.com to arrange a private viewing.

Wedding Ceremony

Religious ceremonies can be performed in the picturesque surroundings of St. Salvator's Church on the Estate or there are a number of beautiful ceremony venues in the area including St. Mary's Church in Glaslough.

The Castle also offers some enchanting locations in which to host a ceremony or blessing;

The Castle can host a civil ceremony for up to 120 guests in The Gallery Room and up to 100 guests in The Billiards Room.

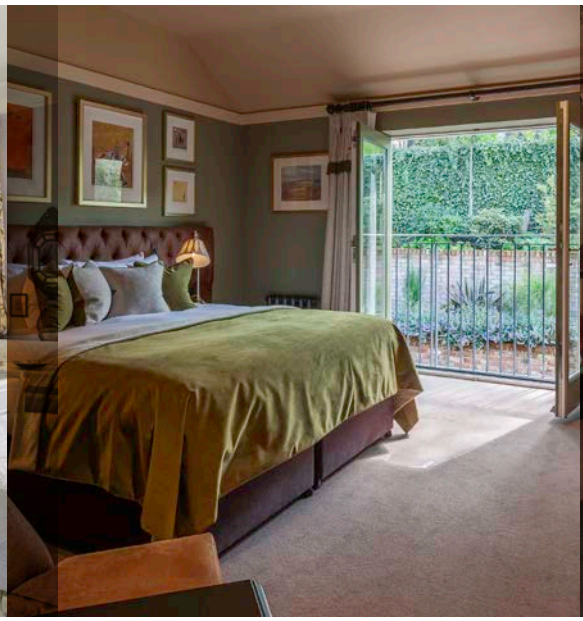
The Castle Pavilion & Patio can host a ceremony for up to 180 guests.

In all of the above options, a fee of €800.00 applies to host your ceremony on the Estate, with ceremonies available from 3pm onwards. We will provide our elegant Chiavari chairs and a cream carpet aisle as a complimentary part of your ceremony setup. Should you wish to enhance the décor further, additional items can be hired at an extra cost, and we would be delighted to recommend trusted florists and event décor specialists to assist with any additional arrangements.

Complimentary Extras

At Castle Leslie Estate, we are delighted to offer all our wedding couples a number of complimentary extras including:

- Personal planning meetings with a member of our dedicated wedding events team.
- Accommodation for the wedding couple on the evening of their wedding.
- Champagne on arrival for the wedding couple.
- Use of the Castle Leslie Estate sword to cut the wedding cake.
- Wedding cake stand.
- A personalised table plan.
- Personalised menus.
- Elegant centrepieces & candles adorning all tables.
- Use of the PA system for speeches.
- Complimentary menu tasting for the wedding couple.



Accommodating your Guests

Castle Leslie Estate offers a variety of accommodation to suit all tastes with rooms located in The Castle, The Lodge, and The Old Stable Mews on the Estate.

Room Rates at Castle Leslie Estate 2028

We are pleased to offer the following special accommodation rates for wedding guests.

The Castle

If you are considering either The Castle or The Castle Pavilion as your wedding venue, we kindly require that the 21 unique bedrooms be reserved by the wedding couple and their guests. Additionally, couples choosing these venues must privately hire the space, with a venue hire fee of €2,000 per day.

Rate per room per night at The Castle	FROM €315

The Lodge

Rate per room per night at The Lodge	FROM €300

The Old Stable Mews

Self-catering, accommodating up to 5 guests.

Rate per Old Stable Mews per night	FROM €660

The above rates for The Castle and The Lodge are based on a maximum of 2 people sharing and include a full Irish breakfast, all taxes and service charge. The above rates for The Old Stable Mews are based on a maximum of 5 people sharing and include all taxes and service charge. Rates are per room per night and are valid for 2028. The above rates are net, non-commissionable and subject to availability.

Arrival Reception Menu

PLEASE NOTE: *there is a requirement for you to offer each guest a drink & a selection of canapés, from the menus outlined below, on their arrival.*

Pre dinner drinks

Warm or Chilled Fruit Punch	€9.00 per glass
Pimms	€9.50 per glass
Mulled Wine	€9.50 per glass
Selection of Red /White Wines	FROM €39.00 per bottle
Sparkling Wine	FROM €64.00 per bottle
Champagne	FROM €125.00 per bottle

**Please speak with a member of our sales/events team for further information on options available*

Cocktails	FROM €16.00 per person
Selection of Bottled Beers	*Charged on consumption*
Full Bar	*Charged on consumption*

(Minimum of 1 drink per guest to be tray served, full bar in addition to this offering)

Sample canapé selection

Cherry Tomato Filled with Crab

Smoked Haddock Fishcake, Dill Aioli

Goats Cheese & Beetroot Tartlet

Tomato & Basil Bruschetta, Garlic Crostini

Smoked Chicken Tartlet with Basil Pesto & Black Olives

Smoked Salmon Blinis, Trout Caviar, Dill

Smoked Back Bacon & Onion Quiche

Whipped Cashel Blue Cheese, Parmesan Shortbread, Walnut Praline

Beef Fillet Carpaccio, Mustard Aioli, Garlic Cress

Thai Chicken Skewers, Coriander Yogurt

Tempura of Prawn, Chilli & Mango Salsa

Mini Vegetable Spring Rolls

Mini Gourmet Beef Burgers

Pulled Pork Sliders

Vegetable Samosas

Asparagus Wrapped in Parma Ham, Duck Egg Hollandaise

Salt & Pepper Squid, Cocktail Sauce

Oysters in Half Shell with Shallot & Red Onion Vinegar (€3.00 per person supplement)

Choice of 3 Canapés, 3 per person	€18.00
Choice of 4 Canapés, 4 per person	€22.00
Choice of 5 Canapés, 5 per person	€26.00

Alternatively, Chef 's Choice of 6 canapés, 3 per person for €17.00.

Sample Wedding Menu

FOOD WITH A SENSE OF PLACE

Our chefs celebrate the very best of Irish, estate and locally sourced produce, working with regional and artisan suppliers to create menus that reflect the season and our connection to the local community.

Starters

Salad of Green Asparagus & Smoked Local Chicken
Crisp Parma Ham, Cabernet Sauvignon Dressing & Garden Salad

Plate of Oak Smoked Salmon with King Prawns
Bound in Marie Rose Sauce, Mixed Leaves & Red Pepper Essence

Lightly Smoked Local Duck Breast
Oriental Vegetable Salad, Soya Dressing

Crab & Cucumber Tian
Saffron Aioli, Trout Caviar, Curried Wonton Crisp

Cajun Spiced Escalope of Local Chicken (served hot)
Stir Fry Vegetables, Mixed Leaves, Honey Chilli & Soya Dressing

Confit of Crispy Duck Leg Salad (served hot)
Crisp Baby Gem, Mango, Toasted Sesame, Soya Dressing

Crispy Sesame Chicken (served hot)
Confit Chorizo, Mango, Lime & Sesame Salad

Roast Free Range Pork Belly (served hot)
Celeriac Remoulade, Spinach, Apple Puree, Pork Jus

Goat's Cheese Parfait (v)
Pickled Beetroot Wedges, Purple Beetroot Puree, Candied Walnuts, Beetroot Feuille De Brick

Salad of Heirloom Tomato & Mozzarella (v)
Basil Caviar, Basil Oil & Balsamic Dressing

Fan of Cantaloupe (v)
Fresh Mixed Berries, Fruit Berry Coulis

Soups

Cream of Celeriac & Smoked Bacon, Scented with Truffle

Roast Butternut Squash & Chilli, Coriander Crème Fraîche

White Vegetable, Chive Oil

Forest Wild Mushroom, Chive Crème Fraîche

Cream of Leek & Rooster Potato, Pulled Ham Hock, Scented with Truffle

Roasted Red Pepper & Tomato, Basil Pesto

Carrot & Coriander, Coriander Oil

Cream of Onion & White Port, Croutons & Vintage Cheddar Cheese

Roasted Cauliflower, Bacon Lardons

Sorbets

Celebration Champagne with Strawberries
Orchard Apple with Apple & Mint Textures
Mango & Passion Fruit with Candied Mango
Lemon with Candied Lemon
Castle Leslie "Fighting Bishop" Gin & Mixed Berry
Elderflower & "Fighting Bishop" Gin, Freeze Dried Raspberries
Sea Buckthorne, Basil Foam

Main Courses

Roast Breast of Local Chicken €93.00
Colcannon Potatoes, Herb Stuffing, Heritage Carrot & Vegetable Parcel, Chicken Jus

Pan-Fried Hake €98.00
Heritage Carrot & Vegetable Parcel, Creamed Potato, Mussel & Petit Pois Vermouth Sauce

Glazed Local Duck Breast €98.00
Braised Red Cabbage, Pak Choi, Creamed Potatoes, Cherry Jus

Roast Rump of Irish Lamb €101.00
Gratin Potatoes, Ratatouille, Herb Crust, Rosemary Jus

Pan Fried Irish Salmon (cold salad) €101.00
Salad of Fennel Marinated in Lemon, Baby Spinach, Samphire, Vierge Dressing

Irish Sirloin Steak or Irish Rib Eye Steak €101.00
Roscoff Onion, Creamed Potato, Heritage Carrot & Vegetable Parcel,
Brandy & Madagascar Green Peppercorn Sauce

Pan-fried Fillet of Sea Bass €106.50
Mediterranean Vegetables, Roast Fennel & Samphire, Red Pepper Coulis & Basil Oil

Seared Fillet of Irish Beef €111.50
Roscoff Onion, Fondant Potato, Heritage Carrot & Vegetable Parcel, Rich Red Wine Jus

Roast Fillet of Halibut €111.50
Garden Peas, Asparagus & Sea Samphire with Dublin Bay Mussels,
Prawns & Caper Vinaigrette

Traditional Beef Wellington €118.50
Roscoff Onion, Fondant Potato, Heritage Carrot & Vegetable Parcel, Madeira Jus

Pan Fried Irish Salmon €101.00
Chive Mash, Heritage Carrot & Vegetable Parcel, Prawn Thermidor

All Main Course dishes are accompanied with
Baby Potatoes, Roasted in Garlic, Rosemary, Thyme & Olive Oil and
Honey Roasted Carrot & Parsnip, Steamed Green Vegetables, with Butter & Soft Herbs

PLEASE NOTE: *When choosing a beef option, we will request you pre choose one cooking temperature for all guests on the day. (We will take an order for top table guest preference only)*

Vegetarian Options

Sun Blushed Tomato Tagliatelle (v) €93.00
Rocket & Basil Pesto

Mixed Mushroom & Leek Tartlet (v) €93.00
Served on Gratin Potato with a Tomato, Shallot & Herb Dressing

Soft Herb Gnocchi (v) €93.00
Broad Bean, Parmesan Velouté, Grilled Asparagus,
Roast Cherry Vine Tomatoes & Frisée Salad

Desserts

Armagh Apple Tart Tatin
Bailey's Ice Cream

Classic Vanilla Crème Brûlée
Raspberry Gel, Pistachio Biscotti, Raspberry Sorbet

Dark Chocolate & Orange Mousse
Chocolate Popping Candy, Praline Ice Cream, Irish Whiskey Jelly

Pavlova with Fresh Fruit
Wild Berry Purée & Chantilly Cream

Raspberry & White Chocolate Cheesecake
Raspberry Gel, Raspberry Powder, Raspberry Macaron

Warm Apple & Berry Crumble
Vanilla Ice Cream & Apple Crisp

Warm Chocolate Brownie
Salted Caramel, Candied Walnuts, Vanilla Ice Cream, Brandy Snap Disc

Lemon Citrus Tart
Fresh Raspberries, Candied Lemon Zest. Milk Ice Cream. Raspberry Tuille

Mixed Berry & Cream Panna Cotta
Mini Meringues, Strawberry Gel, Seasonal Berries

Warm Sticky Toffee & Date Pudding
Vanilla Ice Cream, Date & Caramel Sauce

Hot Chocolate Fondant
Miso Caramel, Chocolate Soil, Salted Caramel Ice cream

Freshly Brewed Tea & Coffee

Castle Leslie Estate Petit Fours

Our menus are based on a 6 course set menu – one choice per course: starter, soup, sorbet, main course, dessert, tea/coffee & petit fours.

The cost of the menu you choose is based on the price of the main course. If you would like to offer your guests a choice of 2 main courses, the cost of your wedding meal is based on the highest main course dish price– the higher dish price will be applicable to ALL guests regardless of their chosen main course. Please allow a supplement charge of €6.00 per person in addition to the most expensive meal course selected.

Vegetarian dishes and any other dietary requirements can be catered for on request.

Evening Buffet Menus

PLEASE NOTE: *there is a requirement for you to provide an evening buffet for at least 75% of your total evening guests.*

Please see below our evening Buffet Menus

Bacon Butties
Cocktail Sausages
Vegetable Spring Rolls
Vegetable Samosas
Selection of Gourmet Sandwiches
Gourmet Sausage Rolls
Tomato & Mozzarella Butties
BBQ Chicken Kebabs
Fish & Chip Cones
Southern Fried Chicken Drumsticks
Salt N Chilli Chicken & Chip Cones
Southern Fried Chicken Goujons
Mini Gourmet Beef Burgers
Pulled Pork Sliders
Margherita Pizza & Pepperoni Pizza... *Additional cost of €5.00 per person*

All of the above will be served with Tea/Coffee.

Choice of 2 options	€18.00 per person
Choice of 3 options	€24.00 per person
Choice of 4 options	€30.00 per person

Menus and prices are subject to change.

Sample Wedding House Wine List

White Wine

Domaine Merlet, Sauvignon Blanc, Languedoc, France FROM €39.00
Our Domaine Merlet Sauvignon Blanc is a light and refreshing white wine from France with aromas of citrus and tropical fruits and flavours of citrus, tropical fruits, and herbs.

Red Wine

Domaine Merlet, Merlot, Languedoc, France FROM €39.00
Our Domaine Merlet Merlot is is a rich and full-bodied red wine from France with aromas of red and black fruits and flavors of black cherry, licorice, and cocoa.

Sparkling Wine

Costaross - Prosecco DOC Treviso FROM €64.00
Pale golden in colour, this Prosecco has subtle white fruit aromas such as apples and pears. On the palate, it is dry and crisp with a well-balanced finish.

Champagne

Forget Brimont 1er Cru FROM €125.00
Freshness of green apples with white flowers and nuts and a lightly honeyed finish. Dense, rich and refined.

Please note that the availability of wines are subject to market conditions. Should a wine become unavailable we will recommend a suitable alternative.

Full Wine List available upon request.

Frequently Asked Questions

Accommodation

What accommodation is available for us to book for the night of the wedding?
You are required to book all 21 Castle bedrooms on the night of the wedding. We can offer additional accommodation of up to 15 bedrooms in The Lodge, our 4-star boutique hotel and 2 of our 2 bedroom self-catering Old Stable Mews accommodation on the Estate (guaranteed accommodation for 80 guests plus the wedding couple at minimum).

Is breakfast included in the room rates?
Yes, a full Irish breakfast is included in The Castle and The Lodge room rates. Breakfast is served between 8am – 11am in the Castle dining room for guests staying in The Castle, and in Snaffles Restaurant for guests staying in The Lodge. For guests staying in our self-catering accommodation, breakfast can be included for an additional fee and this will be served in Snaffles Restaurant at The Lodge.

What are your check-in and check-out times?
Check-in to The Castle and The Lodge is from 4pm and Check-out is at 12 noon, at the latest. Check-in to The Old Stable Mews is from 4pm and Check- out is at 11am, at the latest.

Banquet

What time can we arrive on the day of our wedding to The Castle?
You can arrive from 3pm on the day of your wedding for both an arrivals reception and a ceremony at The Castle.

Where does the arrival reception take place?
The arrival drinks reception takes place throughout the Castle reception rooms and outdoors in the Castle gardens (weather permitting) for approximately two to two and a half hours.

What time are guests called for dinner service and how long does it take to seat guests?
Guests are called to dinner between 5pm and 6pm and it can take up to 45 minutes to seat guests before announcing the couple's entrance.

When can our speeches take place?
Speeches can take place before or after the wedding meal has been served. They cannot take place during the intervals of the meal service.

Can we bring in our own caterers or supply our own wine?
No, we do not permit external caterers or corkage at Castle Leslie Estate. All food is prepared by our chefs on the estate and alcohol must be sourced from us directly.

What time is the bar open until and when can our entertainment take place?
Live entertainment can take place in the Pavilion until 2am on the wedding night. Guests can then enjoy a late-night bar in The Long Gallery Bar in The Castle until 3:30am. There is no additional cost for this late-night bar.

Frequently Asked Questions

Booking Your Wedding

Where can I hold my wedding celebration on the Estate?
We host wedding celebrations exclusively in the Castle or Castle Pavilion only and we host one wedding per day on The Estate. We do not host any wedding celebrations within The Lodge.

The Castle can host up to 70 guests for your wedding meal and The Castle Pavilion can accommodate up to 260 guests.

How do I provisionally hold a date?
A date can be provisionally held for a period of up to 14 days, once a viewing with a member of the sales team has been completed. After this time, we will require confirmation of the date which will include signing a contract and receiving a non-refundable booking fee.

What are the deposit and payment terms?
A non-refundable deposit of €5,000 is payable to confirm your wedding date. Following this we have a payment structure in place. Please find a sample payment structure under 'Section 2.2' in the 'Terms & Conditions'.

Can you explain how your pricing is structured?
We create bespoke packages tailored to your specific requirements for wedding day. Minimum requirements include a drinks reception, canapes, 6 course evening meal, ½ bottle of wine per person and evening buffet food. We are happy to provide tailored costings for your wedding day.

Is there a service fee?
No, there is no mandatory service fee on The Estate. Gratuity is at your own discretion.

How can we arrange a viewing of the Estate?
We would be delighted to welcome you to Castle Leslie Estate. Please contact our team to discuss scheduling a viewing on +353-4788100 / events@castleleslie.com

Wedding Contacts & Telephone Numbers

Local Churches & Ceremony Options

St. Salvator's Church, C.O.I., Castle Leslie Estate	The Rev'd Tim Irvine revdtimi@gmail.com
Corracrin Chapel, R.C.	047 87221
Glennan Chapel, R.C.	047 87221
Clontibret Church, R.C.	047 80631
Castleblayney Church, R.C.	042 9740027
Armagh Cathedral, R.C.	048 3752 2802
Monaghan Cathedral, R.C.	047 81220
Civil Registration Office, Monaghan	047 30444
Humanist Association of Ireland	www.humanism.ie
Spiritualist Union of Ireland	www.spiritualistunion.com

Bands

Harlequinn	www.harlequinband.ie
The Madass Mules	www.themadassmules.com
The Bentley Boys	www.bentleyboysband.ie
The Nooks	www.thenooks.net www.michaelmagillentertainments.com
Sugartown Road	http://sugartownroad.co.uk

DJs

Marty Conor Professional DJ	www.djmartyconor.com

Arrival Reception Entertainment

Arco String Quartet	www.arcoquartet.co.uk
Deirdre Macklin (Harpist)	047 89981

Hairdressers & Beauticians

Cameo Hair (Glaslough)	086 2251425

Event Planning & Design

EPIC Events	www.epiceventdesign.com
Frog Prince Wedding & Events	www.frogprince.ie

Flowers

Flowers by Kim Marie	www.flowersbykimmarie.com
Exquisite Wedding Flowers By David McConkey	www.davidmcconkey.co.uk
House of Elliott	www.houseofelliottflowers.co.uk

Photographers

Peter Carvill	www.petercarvill.com
Jayne Lindsay	www.jaynelindsay.com
Lifting the Veil	www.liftingtheveil.co.uk
Simple Tapestry	www.simpletapestry.com

Videographers

Shutter & Light Wedding Videography	www.shutterandlightweddings.com
Cinematic Tide	www.cinematictide.com
Soul and Rise	www.soulandrise.com
Little Bear films	www.littlebear.ie

Wedding Cake

D's Cakes	+353 873657529 / deescakes@live.ie
Claire Does Cake	086 321 3793 / www.clairedoescake.com

Taxis (Glaslough Village)

Carn Taxis	047 71122

Terms & Conditions

By signing this contract, you are bound by the Terms & Conditions and no requests for changes can be accepted. All reservations are made subject to the following minimum conditions:

1 Confirmation & Guest Numbers

1.1 Provisional bookings are held for two weeks from the date of booking.

1.2 A booking is only confirmed when a copy of your wedding contract (signed by yourself) is countersigned on behalf of Castle Leslie Estate and dated. This contract must be returned to the events department, signed by the wedding couple within 14 days from the date of issue. Failing to comply with this will result in the release of your date. We will provide you with a copy of the contract once we have countersigned it. This along with your €5,000 non refundable booking fee will confirm your booking.

1.3 The contract shall specify the anticipated number of adult guests for the event and the agreed minimum and maximum numbers of adult guests for the event.
The contract minimum represents the minimum number of adult guests you guarantee will attend your wedding and the Estate has calculated its charges on this basis.
The minimum number will be charged irrespective of actual numbers on the day (*if your actual number falls below your minimum contracted numbers*).
If actual numbers are less than minimum numbers required on the contract, the minimum number of adult guests as per the contract will be charged for. This charge will be equal to the anticipated food and beverage spend per every guest. The shortfall of associated revenue cannot be transferred to other food, beverage, accommodation or other charges on the day.

Castle Leslie Estate reserves the right to notify couples to reduce their wedding numbers, whereby a public body deems it necessary under health and safety. And the minimum numbers required under this contract will be adjusted accordingly.

2 Payment

2.1 The final estimated account must be paid 1 month prior to arrival.

2.2 A non-refundable booking fee of €5,000 is payable to confirm your booking. In addition, the following payment structure applies:

- 12 months prior to event, payment of a further €1,000
- 9 months prior to event, payment of a further €2,000.
- 6 months prior to event, payment of a further €2,000
- 3 months prior to event, payment of a further €4,000
- 1 month prior to event, payment of the remaining estimated balance.
- A discretionary final balance of up to €1,000 can be paid on the morning of departure.
- *All payments are non-transferrable and non-refundable*

Please note, wedding receptions with an estimated value of over €20,000 (specifically relating to estimated food & beverage spend on wedding day) will adhere to a different payment schedule than the one outlined above, please speak to a member of the wedding team for further information

2.3 You are required to pay for all additional charges on departure either by bank draft, credit card or in cash.

2.4 Staged payments will be aggregated depending on when the booking is confirmed i.e. if your booking is confirmed 6 months prior to the event, the non-refundable booking fee of €5,000 plus a further payment of €5,000 will be due.

2.5 Prices quoted in this brochure are valid at time of going to print and may be subject to changes and annual increases. Notice of any such changes or increases will be given as early as practicable. Prices are subject to Government VAT increases.

3 Cancellation

3.1 If you must cancel the wedding event itself, such cancellations must be advised to Castle Leslie Estate in the first instance verbally, followed by written notice of cancellation, on the same day.

In the unfortunate event of a cancellation, Castle Leslie Estate will make every effort to re-sell the space. However, cancellation charges will be applied as follows:

- From date of confirming event to 19 months before arrival date – forfeiture of non-refundable booking fee.
- 18 to 13 months from arrival date - 25% of total balance excluding Booking Fee
- 12 months to 9 months from arrival date –50% of total balance excluding Booking Fee
- 8 months to 6 months from arrival date – 75% of total balance excluding Booking Fee
- Within 6 months of arrival date – 100% of total balance.

Cancellation charges will be calculated on total food & beverage spend based on the minimum contracted numbers stated on your wedding contract. Cancellation charges will also be calculated on the total cost of accommodation holding as stated in your wedding contract.

3.2 Any postponements may be considered as a cancellation:

- Postponements will only be considered as such if the rebooked date falls within 12 months of your original booked date
- A further deposit of €5000.00 will be required to secure this new date (which is in addition to the payment structure stated in clause 2.2)
- If your original date is not resold further cancellation charges may apply.

3.3 Cancellation or the reduction of Accommodation associated with Wedding Event.

If there is a reduction in the number of bedrooms reserved, the following charges apply:

- Confirmation date to 91 days prior to event - Reduction of up to 10% of bedrooms may be cancelled without penalty.
- All reductions above 10% will be charged 50% of the full per room cost.
- Three months to one month prior to the event – all reductions will be charged 50% of the full per room cost, as stated in your contract.
- One month prior or less – all reductions will be charged in full (100% of the full per room cost).

- The 21 Castle bedrooms must be reserved and guaranteed by the wedding couple on the night of the wedding, there is no option to release these rooms at any period. Any additional accommodation blocked by the wedding couple is subject to the cancellation policy as outlined above.
- The client shall be responsible for any non-arrival of guests and shall be liable to pay the hotel any appropriate cancellation charges incurred.
- Settlement terms for the payment of cancellations is within 7 days of presentation of invoice.

3.4 Cancellation by Castle Leslie Estate

In the Unlikely event, Castle Leslie Estate reserves the right to cancel the event in the following circumstances:

- Castle Leslie Estate believes the booking might prejudice the reputation of the Estate.
- Guests attending the event behave in any way considered to be detrimental, offensive or contrary to normal expected standards of behaviour.
- In circumstances where due to public safety concerns, Castle Leslie deem the cancellation of a booking necessary, or Castle Leslie is instructed by a Public Body to close for reasons such as the outbreak of a flu epidemic or other public safety issues.
- Castle Leslie Estate reserves the right to refund deposits in circumstances when a booking is made through a third party or under false pretences. Prospective clients must always meet with a member of the wedding team by appointment prior to acceptance of first deposit.
- If it becomes necessary for Castle Leslie Estate to cancel a booking for any of the foregoing reasons, the cancellation refund policy as outlined below shall apply.
- Within 18 months to arrival date – total paid deposit on balance refunded, excluding the €5,000 bookable fee

3.5 Force Majeure

- In no circumstances shall Castle Leslie incur any liability to the couple in circumstances where Castle Leslie is unable to comply with its obligations to the couple as a result of a Force Majeure Event. A Force Majeure Event shall include any circumstances which are outside the reasonable control of Castle Leslie, including but not limited to war, civil commotion, industrial dispute, fire and flood.
- Castle Leslie shall not incur any liability to the couple arising out of a Force Majeure Event, nor shall Castle Leslie incur any liability to a couple for the cancelation of a booking due to public safety concerns.

4 Supply of Information

4.1 Accommodation

- We advise couples to book all of their accommodation requirements at the time of booking their wedding. We will not be held responsible for accommodation not being available at a later date.
- In the case where the Castle or Castle Pavilion is the venue for the event, the 21 Castle bedrooms must be reserved and guaranteed by the wedding couple.
- A rooming list for all Castle bedrooms (Plus Lodge & Self Catering where applicable) must be submitted to Castle Leslie Estate at least 12 weeks prior to the event.
- The client shall be responsible for any non-arrival of guests and shall be liable to pay the hotel any appropriate cancellation charges incurred for all accommodation blocked by the wedding couple.
- Please note that additional guests, including children, in bedrooms will incur an additional charge. Please consult the reservations department for further information on rates.

4.2 Food & Beverage

- Final attendance figures for dinner must be supplied to Castle Leslie Estate 7 days before the day of the wedding. They will be charged irrespective of actual numbers on the day. If numbers increase after this time, we will endeavour to meet this request and charge accordingly. If numbers drop below this figure then we will still charge for the numbers confirmed 1 week out. Please see your minimum & maximum numbers agreed in your contract in section 1.3.
- The menu must be confirmed 8 weeks before your wedding.
- A final table plan must be provided at least 7 working days before your wedding.
- Only food that is purchased from Castle Leslie Estate may be served and consumed on the premises. The only exception to this rule is wedding cake.
- Castle Leslie Estate provides all beverage requirements for the wedding party, no beverages of any kind (including favours) will be permitted to be brought into Castle Leslie Estate. Any unlicensed alcohol found on the premises will be confiscated

4.3 Food & Beverage

- Some of our dishes may contain raw eggs, nuts or traces of nut oil. Please inform our staff of any food allergies prior to ordering. None of our dishes are made with GM products.
- Our wine list changes from time to time in both content and cost. Many of our excellent wines come from small vineyards which have limited production. In order to help us source the wine of your choice, we ask that you choose your wine 1 month prior to the date of your wedding. Wine vintages may vary due to supplier difficulties beyond our control.

4.4 Entertainment

- Music must finish by 2.00am. Taxis can be pre-arranged at 2am for non-resident guests (please speak to your wedding co-ordinator regarding costs). However, those staying on the Estate can enjoy fabulous hospitality in the residents' bar until 3.30a.m.
- The prior consent of Castle Leslie Estate must be obtained for any entertainment or service contracted for the event by the wedding couple, all of which must comply with statutory codes and regulations.
- All performers, including but not limited to bands and DJs ("Performers"), are required to exclusively use the Zonal Array Directional Speaker System ("Approved System") provided or designated by the Venue. No alternative PA systems, speaker setups, or personal amplification equipment may be used without the prior written consent of the Venue. This requirement is in place to ensure consistent sound quality, directional audio control, and compliance with local noise regulations. Failure to comply with this provision may result in cancellation of the performance.

5 Hire Charges

- Couples that choose the Castle or the Castle Pavilion as the venue for their wedding, must privately hire the venue. The charge for this hire is €2,000 per day.
- Wedding couples seeking exclusive private use of the entire Estate should enquire with a member of our wedding team for information and pricing.
- **Bank Holidays / Christmas / New Year's Eve & New Year's Day**
- Restrictions and conditions apply to all enquiries for events on bank holidays and over the Christmas and New Year periods.
- Bank holidays include holiday dates in Ireland, the UK and Northern Ireland.

7 General

- Castle Leslie Estate shall not be liable for any breach of the terms and conditions or any delay or failure in providing services as a result of causes beyond its reasonable control including (but not limited to) floods, gas leaks, strikes, delays in transportation, failure of services or inaccessibility, a force majeure event.
- Check-in time at The Castle and The Lodge is strictly 4pm, check-out time is 12 noon. For guests staying in our Old Stable Mews, check-in time is from 4pm and check-out time is 11am
- Due to Irish legislation, no smoking is allowed anywhere in the Estate buildings including the bedrooms.
- We adhere to a strict alcohol policy and do not serve alcoholic drinks to anyone under the age of 18 years. If any of your party is fortunate enough to look younger than 18, ID will be required.
- In the case of spoilage there will be a minimum fee of €150 which will be charged to the person/persons organising and paying for the event.
- The wedding couple must observe Castle Leslie Estate's direction with regard to noise and behaviour. Castle Leslie Estate holds the wedding couple responsible for any damages caused to the premises or grounds by the wedding couple or their guests.
- Punctuality – the event must start and finish at the times specified in the function sheet that will be issued to you 4 weeks prior to your wedding. A charge of €500 will apply for every hour the event is delayed and consequently runs over. Castle Leslie Estate will not be held responsible for any consequences as a result of delays.
- Marquee Alterations – The prior consent of Castle Leslie Estate must be obtained before any alterations or theming of the marquee or gardens takes place. Depending on the level of work and access required, Castle Leslie Estate may apply a charge for alterations or theming carried out by the wedding couple. Please enquire with a member of our wedding team for further information and pricing.
- It is unlikely that there will be any sudden or drastic increase in the cost of your wedding between the date when you book your wedding and the date of the actual event. However, in the event of unforeseen circumstances, it may be necessary for us to revise costs and we would like you to bear that in mind to avoid any shocks closer to the date. Notice of any such changes or increases will be given as early as practicable. Prices are subject to Government VAT increases .
- Children are welcome to attend the wedding celebration and suitable menu items will be available to meet their requirements. Children 12 and over will be charged at the same rate as adults. Children under 12 will be offered a children's menu and charged accordingly.
- Children are only permitted to stay in the Castle on the evening of the wedding or when the Castle has been booked on a private basis. Family rooms and interconnecting rooms are available in the Lodge.
- In all clauses above, the wedding couple (or you) is the person/persons organising and paying for the event or the client.
- The prior consent of Castle Leslie Estate must be obtained for any items that the wedding couple require to be delivered to bedrooms for wedding guests – please note that this will incur an additional charge – please speak with a member of the wedding team regarding room drop charges.
- Menu Tastings take place in Snaffles Restaurant in the Lodge from Sunday to Thursday at 5pm pending availability of our Executive Chef. We are unable to accommodate requests outside of these set times. The menu tasting concentrates on the Main Wedding Meal only, you are welcome to choose 2 dishes to taste from each course in total. The wedding couple are offered the tasting complimentary, and any additional guests are charged at €85.00 per person (a maximum of 4 guests can attend the menu tasting). We are happy to extend a discounted bed and breakfast rate should you wish to stay overnight with us on the night of your menu tasting. Please contact a member of the wedding team for further details or to make a reservation.
- Fireworks are not permitted on the Estate due to a number of important reasons. The Estate is home to our 'equestrian friends' and a wide variety of wildlife. Fireworks are not considered healthy for the environment. We take sustainability very seriously at Castle Leslie Estate, and fireworks release a host of contaminants that affect air quality and can contribute to climate change. The materials fall to the ground and can get in the soil and water too. We also have great respect for our neighbours, and indeed their pets, who live in Glaslough village, whom we are always mindful of.
- Your wedding day is one of the most important and special days of your life. This occasion can also turn out to be an expensive one. We would strongly advise you to consider taking out wedding insurance to ensure your big day is fully protected. Wedding insurance can provide you with some peace of mind in the unlikely event of circumstances occurring in the future where your wedding could not proceed due to reasons beyond your control such as illness or injury or a force majeure event.
- *Wedding Deliveries, Personal Items & Collection.* To help us ensure everything is beautifully organised for your special day, we kindly ask that all deliveries relating to your wedding or event are clearly labelled with your names and the date of your celebration. Where individual place cards or name settings are provided, these should be clearly labelled, arranged in the correct order and organised by table to assist our team with your seating arrangements. Please note that, unfortunately, we are unable to accept wedding dresses for storage in advance of your arrival. We kindly request that all personal belongings, decorations and wedding-related items are collected and removed from the venue by the time of check-out. Should any items be left behind following your celebration, we will be happy to hold them for a period of up to seven days to allow for collection. Any items remaining uncollected after this period will be disposed of, without exception. While we take every reasonable care, Castle Leslie Estate cannot accept responsibility for any loss of or damage to personal belongings, decorations or equipment left on the premises before, during or after your wedding or event.

8 Confidentiality Clause

Confidentiality and privacy of both parties is of the utmost importance to Castle Leslie Estate. The Parties each undertake and agree to:

- Only use, copy or otherwise replicate confidential information for the purposes envisaged under this Agreement and not to use the same for any other purpose whatsoever.
- Keep confidential information secret and confidential and not to directly or indirectly disclose, publish, transfer, disseminate, copy or permit to be disclosed the same to any third party for any reason without the prior written consent of the other Party.
- The obligations of the Parties under this Clause shall survive the expiration or termination of this agreement for whatever reason.
- We kindly request that you submit a picture of yourself – this is for our records only. This information will not be disclosed or shared with any third party.

Agreement

Signature 1:

Print Name:

Date:

Signature 1:

Print Name:

Date:

Chief Executive Officer's Signature:
(on behalf of Castle Leslie Estate)

Date:

Sales Signature:

Date