

## **CONFERENCE - TERMS AND CONDITIONS**

### **CONFIRMATION**

- Final numbers, food pre-orders, and special dietary/access requirements must be received by No.4 Clifton Village at least 5 days in advance.
- All children under 16 must be accompanied by adults at all times
- No.4 reserves the right to refuse admittance at all times or to remove any persons whose behaviour is considered inappropriate.

### **DEPOSITS AND PAYMENT**

- To secure a booking we require a non-refundable deposit. This will be the room hire fee for the room.
- Any outstanding costs must be paid by cash or credit/debit card on or before the date of the event.

### **CANCELLATIONS AND ALTERATIONS**

- All alterations and cancellations must be made in writing to mail to: [bookings@no4cliftonvillage.co.uk](mailto:bookings@no4cliftonvillage.co.uk)
- Any cancellations will forfeit their deposit.

### **OPENING TIMES**

- Conference times run from 8am - 5pm (unless agree otherwise)
- Conference prices only run from Monday - Friday, 8am - 5pm. Conferences booked on a weekend will work on a minimum spend basis.

### **LIABILITY**

- No.4 shall not be held responsible for any loss or damage to any property belonging to or brought onto the premises by any person, save as required by law. No.4 is not responsible or liable for any injury, loss or claim whatsoever by or to any persons on its premises.
- No.4 shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or force majeure that may cause the premises to be temporarily closed or the event to be interrupted.
- The individual(s) who are named on the Event Sheet will be considered the Client and will be held liable in relation to the booking and any associated costs.
- The Client is responsible for all persons who attend the event and shall be responsible for any damage caused to the venue, its furnishings and equipment. The Client will be made aware no later than 48 hours after the event of any chargeable damage and an invoice will be raised.
- No.4 reserves the right to keep the security deposit in the event of cancellation and/or damage.
- The Client shall indemnify No.4, its agents and employees and assigns from all/any liabilities, losses, damage, claims and expenses (including but not limited to legal expenses) of any nature relating to or arising out of the failure of the Client to perform or comply or procure compliance with the terms of their booking and their legal obligations generally.

### **CLIENT:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

With thanks from No.4 Clifton Village