

Private Event Terms and Conditions

Confirmation

- Final numbers, food pre-orders, and special dietary/access requirements must be received at least 7 days prior to your booking.
- All children under 16 must be accompanied by an adult at all times
- No4 reserves the right to refuse admittance at any time or to remove any persons whose behaviour is considered inappropriate.

Deposits and Payment

- To secure a booking we require a deposit, determined by the room booked (or payment in full, if purchased through a third party) This deposit will be returned after the event, except in the case of cancellations/alterations, as mentioned below, damage to the venue, or failure to abide by the terms and conditions here described.
- You will have an agreed minimum spend set by the Events Manager, which will be dependant on the space(s) booked, time of day and day of the week. At least 50% of this minimum spend must be spent on food.
- A 10% service charge will be added to your bill.
- You will be invoiced for your final prepayment (all food and a 10% service charge), this must be paid at least 7 days prior to the event.
- Please note if your minimum spend requirement is not met through your prepaid food total, a card will be taken on arrival and returned when the minimum spend is met by yourself or your guests.
- If your agreed minimum spend is not met on the night, a room hire fee will be charged for any balance remaining.
- All payments can be made by cash, card or bank transfer to:
Account name: Clifton Hotels Ltd - Racks
Account Number: 39020592
Sort Code: 60-00-01
Reference: No4 and Date of Event (**Please be sure to include this**)

Cancellations and Alterations

- All alterations and cancellations must be made in writing to:
bookings@no4cliftonvillage.co.uk
- No4 allows for a 10% reduction in numbers up to 7 days prior to your event. Any reduction made after this date will still be charged. Any cancellations greater than 10% of the initial number booked will also still be charged.

Date Validity and Opening Times

- 'Midweek' dates are classified as Sunday-Fridays (excluding bank holiday Sundays)
- The bar will remain open until 11pm (Monday - Thursday) or 12am (Friday and Saturday) with twenty minutes 'drinking up time'.
- All guests will be requested to leave the premises half an hour after the bar closing time.
- The back garden will close at 9pm due to council noise regulations
- No drinks are to be consumed in the front garden
- There won't be any more than 6 people in the front of the hotel at any times

Music and noise restriction

- Please note No4 is not licensed for any live music or any recorded music above “background level”. Background music level will be at the discretion of No4 Management.
- Please note no music, live or recorded, can be played in our Garden.
- All music has to stop at bar closing time.
- A noise limiter is in place to distinguish an appropriate music level. This level has been set by the council and must be respected.
- Please remember that we are also a functional hotel, and we ask patrons to respect the peace of our guests and neighbours and to leave the premises quietly.
- Doors and windows are to remain closed at all time to prevent noise disturbances.

Liability

- No4 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. No4 is not responsible or liable for any injury, loss or claim whatsoever by or to any persons on its premises.
- No4 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.
- No4 reserves the right to keep the security deposit in the event of cancellation and/or damage.
- No4 reserves the right to keep part of, or all of the security deposit if any alcohol brought in from outside of No4 or any prohibited substances are consumed on the premises.
- The Client shall indemnify No4 Clifton Village, 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.

Please note by paying your deposit and confirming your booking with No 4 you agree to be bound by all terms and conditions as set out above.