



## Wedding Terms and Conditions

### **Confirmation**

- The individual(s) who are named on the booking will be considered the Client and will be held liable in relation to the booking and any associated costs.
- Final numbers, food pre-orders, and special dietary/access requirements must be received at least 4 weeks 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 of £500. This deposit will be taken from the final payment due prior to 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.
- 50% of the total balance is due no later than 3 months prior to the wedding.
- The remainder of all pre-ordered goods must be paid in full by cash, credit/debit card or bank transfer at least 14 days before the date of the event.
- A 10% service charge will be added to your final invoice and will be required to be settled in your final pre-payment.
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### **Cancellations and Alterations**

- All alterations and cancellations must be made in writing by replying to your confirmation email.
- In the event of cancellation with over 3 months until the wedding, the deposit is non-refundable.
- In the event of cancellation less than 3 months prior to the wedding date, the required 50% payment of balance and the deposit will be retained by No.4 Clifton Village as a cancellation fee.
- At No.4 Clifton Village's discretion one postponement of date may be allowed if at least 3 months prior to the wedding date.

- If you decide to postpone your wedding to a different date, your deposit and 50% payment of balance can be transferred to hold and pay for your new date, providing this new date is within 12 months of the original date.
- If you decide to postpone your wedding and have not yet made your 50% payment of balance, this will be required along with your deposit in order to hold and pay for your new wedding date. In such an event, this 50% payment of balance must be made in full to No.4 Clifton Village within 28 days of notifying No.4 Clifton Village of your decision to postpone.

### **Food and beverage**

- When selecting dishes/menus, it is The Client's responsibility to select dishes that are suitable for their dietary requirements.
- It is The Client's responsibility to state all allergens for each guest when pre-ordering pre-order.
- If the Client has not submitted a pre-order within the time frames given a set meal will be served.
- Corkage is only available, subject to approval by the General Manager, and will be subject to a per bottle charge.
- A cakeage fee of £1 per person will be added for any external cake/cheesecake that is consumed at the premises.
- No other external food is permitted in the venue unless with prior agreement from management. In the case that this has been agreed, an allergen matrix must be provided 14 days in advance and there will be a supplement charge.

### **Venue Policies**

- With the exception of government restrictions - The bar will remain open until 10:30pm (Monday – Saturday) and 10:00pm (Sunday) with twenty minutes 'drinking up time', unless specified earlier by the venue. The specific service and opening times for the event will be agreed upon in advance of the event.
- All guests will be requested to leave the premises by 11pm Monday-Saturday, and 10:30pm on Sunday. The back garden will close promptly by 9pm due to council regulations. Additionally, the venue reserves the right to require that guests keep noise down to a certain level and contain the volume of activities if requested.
- Any décor planned must be planned and approved by the events team prior to the wedding.
- No.4 Clifton Village may take photographs of all parties and is entitled to use these images for promotional purposes unless specified in writing by the client in advance of the booking.

### **Licensing restriction**

- Music must be played at background volume level
- No live music is permitted
- All music has to stop at the 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.
- The venue reserves the right to require that guests keep noise down to a certain level and contain the volume of activities if requested.
- No music to be played in the garden
- Dancing is not permitted
- 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.
- No drinks are to be consumed in the front garden
- No more than 6 people to be in front of the hotel at any times

### **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.
- No.4 Clifton Village does not exclude or limit in any way our liability to you where it would be unlawful to do so. This includes liability for death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; for fraud or fraudulent misrepresentation; or for breach of your legal rights in relation to the services.
- No.4 Clifton Village are not liable for business losses. We only supply the services for domestic and private use. If you use the services for any commercial, business or re-sale purpose we will have no liability to you for any loss of profit, loss of business, business interruption, or loss of business opportunity.
- 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 the collection of all belongings within 48 hours of the event. After this time No.4 Clifton Village reserves the right to dispose of uncollected items.
- 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 3 working days after the event of any chargeable damage and an invoice will be raised.

- No4 reserves the right to raise an invoice in the event of cancellation and/or damage.
- No4 reserves the right to raise an invoice 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.

**By booking with No 4 you agree to be bound by all terms and conditions as set out above.**