

CANCELLATION POLICY

Whilst the Management Committee wishes to be as helpful and flexible as possible to hirers, a balance needs to be found in order to offset the loss of income from late cancellations.

Accordingly, the cancellation rates set out below will be applied which reflect the potential ability to rebook the space. The Hall Manager has some discretion in this matter in the event that the cancellation arises from entirely unpredictable circumstances.

These arrangements apply to all bookings, whether or not they have been confirmed by completing and signing a booking confirmation form.

Cancellation rates :

* If the hirer is cancelling a booking with 8 weeks or more notice there will be no charge as it may be possible to rebook the space and prevent loss of income.

* If cancelling between 4-8 weeks before the booking date the charge will be 25% of the fee.

* If cancelling between 1-4 weeks before the booking date the charge will be 50% of the fee.

* Under 7 days notice, the hirer will be required to pay 75% of the booking fee.