



## CANCELLATION OF BOOKINGS

Late cancellations cost us a great deal in terms of lost revenue. In order to help you plan your event we are now issuing the following guidelines for cancellation of bookings:

Charges apply to the whole booking fee including catering and equipment hire

At least 28 days notice	No charge
21-28 days notice	25% total charge
14-21 days notice	50% charge
7-14 days notice	75% charge
less than 7 days notice	100% charge

## LATE PAYMENTS

All payments are due immediately on receipt of invoice. Late payment will result in the following charges:

Over 14 days late	£20
Over 21 days late	£50

Thereafter £10 per day. All legal costs accrued in collection of the debt will be recharged.

We hope that you will understand the need for this policy. If you have any concerns about it please feel free to call me.

Graham Duncan  
**Centre Manager**