



### 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 Room booking fee.

At least 14 days notice	No charge
7-14 days notice	50% charge
less than 7 days notice	100% charge

### CANCELLATION OF CATERING

All catering cancellations must be received by 10am prior to the date requested. Failure to do so will incur a full 100% charge.

### LATE PAYMENTS

All payments should be made within 14 days of invoice. We will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to these terms.

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**