



St Mary's Cancellation Policy

Late cancellations cost us a great deal in terms of lost revenue and food waste. To avoid this and to help you plan your event we have put in place the following policy.

Room Booking Cancellations:

| | |
|----------------------------|-------------|
| At least 14 days of notice | No charge |
| 7-14 days of notice | 50% charge |
| Less than 7 days of notice | 100% charge |

Catering Cancellations (Including decreasing numbers)

If you would like cancel your catering you must give us 48 hours of notice, failure to do so will result in 100% charge.

If you would like to reduce the amount of catering that you require, you must give us 48 hours of notice. Failure to do so will result in a 100% charge for the original order.

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.

Please note that when you sign our booking form to confirm your event or catering order you agreeing to the above.

Graham Duncan
Director