

## Booking Cancellation Policy

Non-returnable deposit of £25 (or full amount if less) to confirm booking.

Balance payable at least three weeks before booking. If balance not received within 3 weeks of the event the booking will be cancelled.

If booking cancelled by the hirer more than 3 weeks before the event the balance (less deposit) will be refunded.

If booking cancelled by the hirer between 2 and 3 weeks of the event two thirds of the balance (less deposit) will be refunded.

If booking cancelled by the hirer between 2 and 1 week before the event one third of the balance (less deposit) will be refunded.

If booking cancelled by the hirer less than 1 week before the event no refund will be made.

If the booking has to be cancelled by the Parish Council due to unavailability of the hall for whatever reason a full refund will be made.

Adopted 2016, reviewed 2021