



## Cancellation Policy

If you wish to cancel a confirmed booking, the following charges will apply:

<i>Time prior to event</i>	<i>Charges incurred</i>
More than 2 months	£25 administration charge
Between 1 and 2 months	50% hire price
1 month or less	100% hire price

Full payment must be made for all facilities booked and not cancelled whether or not used.