



BOOKING CANCELLATION POLICY

1 General

- a) This Booking Cancellation Policy forms part of the overall Hire Terms and Conditions.
- b) Once a duly signed booking form has been received it is deemed that the hirer accepts the terms and conditions associated with cancellation of booking.

3 Business/ Community Booking

- a) For Business/ Community weekly & monthly regular room hire the following conditions apply:
 - i) Total cancellation of regular weekly hire,
4 weeks notice is required
 - ii) Total cancellation of regular monthly hire,
2 months notice is required
 - iii) Temporary cancellation (BH, AL etc) of a regular booking,
4 weeks notice is required
- b) For Single bookings,
 - i) **cancellation within 2 weeks will be charged at full rate**
 - ii) **cancellation within 2-4 weeks will be charged at 50% of rate**
 - iii) **cancellation 4 weeks before booking, nil charge.**
- c) Should a booking be cancelled after payment has been received, there will be a deduction of 10% for administration fees or £15.00 (whichever is the lesser amount) deducted from the refund

4 Force Majeure

- a) The Village Hall management reserve the right to cancel any booking where unforeseen circumstance prevail or due to legal or statutory requisition of Village Hall facilities. Every effort will be made to room relocate booked meeting and if appropriate a hire charge discount may be applied at Administrators discretion.

Emersons Green Village Hall

Registered Charity No. 1113033

The Village Hall, Emerson Way, Emerson's Green, South Gloucestershire, BS16 7AP

Tel: 01454 862182 Fax: 01454 862183 e-mail:reception@egvh.org.uk

Website Address; www.egvh.org.uk

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