

# LILLINGTON PARISH CHURCH

St. Mary Magdalene's

## **The Octagon** ***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 the cancellation of the booking

### **2. Business/Community booking**

For business/community weekly and monthly regular room hire, the following conditions apply:-

- a) Temporary cancellation of a regular booking - 4 weeks notice is required
- b) Total cancellation of regular weekly hire - 4 weeks notice is required
- c) Total cancellation of regular monthly hire - 2 months notice is required

### **3. Single bookings**

- a) Cancellation within 2 weeks will be charged at the full rate
- b) Cancellation within 2-4 weeks will be charged at 50% of the rate
- c) Cancellation 4 weeks before the booking, nil charge

**Please note:** Should a booking be cancelled after payment has been received there will be a deduction of 10% for administration fees or £12 (whichever is the lesser amount) deducted from the refund.

### **4. Force majeure**

The PCC reserves the right to cancel any booking where unforeseen circumstances prevail or due to legal or statutory requisition of the Octagon facilities. Should cancellation by the PCC be necessary, we will endeavour to give as much notice as possible and fees already paid will be refunded in full.