

CANCELLATION POLIC AT VICTORIA PARK COMMUNITY CENTRE(vpcc) 1ST NOVEMBER 2022

a) By Hirer – if either one or more bookings are cancelled then VPCC shall be entitled to retain the whole or part of the fee paid in respect of such cancellation unless the facilities can be re-let. Charges will apply as follows:

Bookings with Food or drink

- Cancellation 15 days or more before date of hire - no charge
- Cancellation 8 – 14 days - 50% of room hire charge applied
- 0 – 7 days notice of cancellation - full charge of room rate applied no cancellation charge for food / drink booked
- In addition, 0 – 3 days' notice of cancelation full charge of room rate plus full charge for food / drink booked

• **Room only bookings**

- Cancellation 15 days or more before date of hire - no charge
- Cancellation 8 – 14 days - 50% of room hire charge applied
- 0 – 7 days notice of cancellation - full charge of room rate applied

b) By VPCC – VPCC reserve the right to cancel a booking or close the facility at its discretion. The hire charge will be refunded in such circumstances. Where a booking is cancelled, as much notice as possible will be given and where possible suitable alternative dates and venues will be offered.