

# LENHAM COMMUNITY CENTRE

REGISTERED CHARITY NO. 1166995

## CANCELLATION OF BOOKING POLICY

1. Bookings should be cancelled as early as possible.
2. At least **THREE** working days' notice must be given of cancellation of booking.
3. Any bookings cancelled less than 3 working days in advance will incur a 25% cancellation fee.
4. Any bookings cancelled less than 3 working days in advance who have requested additional services (projector, room set up etc.) will be charged the full rate for these service (e.g. bookings cancelled on Friday afternoon for Monday which results in chairs being put out before 0930 hours).
5. These guidelines can be waived in EXCEPTIONAL circumstances, in which case the Treasurer will be informed with full details to avoid invoices being raised incorrectly.