

# LITTLETON MEMORIAL HALL

## Policy regarding Deposits when Bookings Cancelled

### A . Short Notice

Where a booking is cancelled within 30 days of the booked event a refund equal to of 50% of the total hire charge payable, or paid, will be allowed only if and when the hall(s) in question is/are re-hired; otherwise no refunds will apply.

### B . Advance Notice

Where a booking is cancelled within 60 days of the booked event an amount equal to 50% of any deposit paid will be refunded;

**Alternatively** the Hirer can opt for a full credit of the deposit against the cost of a future event to be held at the Hall within 12 months of the last day of the month in which the original event was to have been held; this credit is non-transferable, the future event must be for the exclusive purposes of the Hirer, the option must be exercised within 60 days of the date of the cancellation and, once chosen, a cash refund will no longer be available .

### C . Long Notice

Where a booking is cancelled more than 60 days before the booked event 50 % of any deposit paid will be refunded: should we manage to re-hire the hall(s) a further 35 % will be refunded.

**Alternatively** the Hirer can opt for a full credit of the deposit paid against the cost of a future event to be held at the Hall within 12 months of the last day of the month in which the original event was to have been held; such credit is non-transferable and the future event must be for the exclusive purposes of the Hirer, the option must be exercised within 60 days of the date of the cancellation and, once chosen, a cash refund will no longer be available .

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