

CCA BOOKING CANCELLATIONS & AMENDMENTS POLICY

CONNIBURROW COMMUNITY CENTRE & SPORT PAVILION

Cancellations & Amendments

1. All requests for cancellations must be received in writing.
2. Changes will become effective on the date of written confirmation being received prior to the day of the event.
3. The appropriate cancellation charge will apply based on the total value of your booking minus the booking/admin fee (non-refundable).
4. At least 25% of your Hire Charge will be deducted in all cases of cancellation.
5. The cancellation date does not include the date (day) of the event.
6. Full Payment for bookings must be made 14 days in advance. Less than 14 days full payment is required. Unless otherwise agreed, the CCA reserves the right to enforce this cancellation policy.
7. The CCA reserves the right to change or amend the terms of and conditions of hire/charging policies at any time without prior notice.

Calendar days' notice before the start date of the event	Refund applicable
15 and 30 days (inclusive)	75%
Between 10 and 14 days (inclusive)	50%
Between 4 and 9 calendar days (inclusive)	25%
3 days or less	0%
Failure to attend	No refund will be given