



## Special Terms & Conditions of Booking

Booking arrangements are subject to the following conditions (which are deemed to have been accepted by payment of the booking deposit):

- (a) The deposit must be paid by you in order to confirm your booking. Until such payment is made your booking is provisional only and we may, with notice to you, set aside your booking and reallocate the date to another user.
- (b) After payment of the deposit your booking will be treated as a firm booking which, if it relates to a date or dates within the following four month period, cannot be changed without your agreement.
- (c) Where your booking is more than four months prior to your booked date then it is a condition of your booking, in order to optimise the use of the venue and maintain its affordability for community events, that you will, if required by us, cooperate and make reasonable efforts to rearrange your booked date or dates with us if we consider that this is necessary to enable us to accommodate any other event or events which we decide need priority for the venue.
- (d) If you cancel your booking within three months prior to your booked date no refund or partial refund of the deposit will be made. A half refund will be made if your booking is cancelled within six months but not less than three months prior to your booked date and a full refund will be made if your booking is cancelled six months or more prior to your booked date.