****

**ROOM BOOKING CANCELLATION POLICY**

**Payment Terms**

Full payment will be four weeks prior to the date of the booking. A non-refundable deposit of £20.00 will be required at the time of booking.

**Cancellation**

Will be subject to the following;

* less than one week's notice of cancellation, 50% of room hire fee will be charged;
* less than 48 hours' notice, 100% of room hire fee will be charged.

The Town Council will use its best endeavours to ensure that any meeting or presentation will go ahead as booked. However, the Town Council will not be held responsible or liable in the event that the meeting cannot go ahead for reasons outside of its control or because it has not received full, comprehensive details of the any other requirements for the meeting or presentation at least 24 hours in advance.

**Terms and Conditions**

* The Town Council reserve the right without liability to refuse or cancel any booking;
* The Town Council shall not be responsible for any loss or damage to property;
* The hirer shall be responsible for any damage caused to Town Council property. (Please note: nothing should be stuck to the exhibition panels under any circumstances.);
* Smoking is not permitted in the building or entranceway.