

COMBERTON VILLAGE INSTITUTE TRUST
Charitable Incorporated Organisation 1189495

CANCELLATION POLICY

As a Charitable Incorporated Organisation the CVIT has a responsibility to provide good financial management.

As part of this responsibility the Trust takes the protection of its income very seriously and for this reason, full payment of fees and a security deposit against damage/additional charges are taken at the time of booking to secure the hire slot. Cancellations of bookings at short notice do not give the Trust the opportunity to re-let the hall and therefore result in a loss of income.

In the event that a hirer wishes to cancel a confirmed booking prior to the hire date, the deposit shall be repaid in full and the hire fee shall be subject to the following terms:-

- Cancellation more than three calendar months prior to the event: no charge applied
- Cancellation within three calendar months of the event: the full fee will be payable.

The Trust reserves the right to waive the retention/charge of hire fees at its discretion.