

WELLINGTON COMMUNITY ASSOCIATION

REGISTERED CHARITY 503857

FACILITIES HIRE - CANCELLATION POLICY FORM WCA/3A

(TO BE ISSUED TO ALL HIRERS)

This document takes precedence over any other earlier dated paperwork relating to hire of facilities.

YOUR BOOKING IS ACCEPTED SUBJECT TO OUR CANCELLATION TERMS AS FOLLOWS:

COMMUNITY ROOM ONLY – All hirers	3 FULL DAYS NOTICE preceding the date of event
MAIN SCHOOL HALL ONLY – All hirers	3 FULL DAYS NOTICE preceding the date of event
WHOLE CENTRE (both halls) - All hirers	7 FULL DAYS NOTICE preceding the date of event**

Failure to give the appropriate notice as above to the Bookings Administrator will result in the full hire charge being payable.

***** For those hirers who have booked the whole centre and have paid in advance, the WCA will consider refunding 50% of the funds received as a gesture of goodwill.***

The WCA Management reserves the right to use its discretion in all issues of cancellation.