

Cancellations Policy

Melmerby Village Hall www.melmerbyvillagehall.co.uk

Registered Charity 520345

Church Road, Melmerby, Penrith, Cumbria CA10 1HB

melmerbyvillagehallcumbria@gmail.com

01768 881464



The vast majority of bookings for major events such as weddings or other large gatherings are completed without any hitches. However, it maybe that such an event has to be cancelled and to that end it is only fair that hirers know that this may incur a charge.

Melmerby Vilage Hall Committee fully recognises that such happenings are very rare and are usually for good reason. We will always be sympathetic to the reason behind a cancellation but we do reserve the right to apply charges as follows:

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|--|------------------------------|
| ○ More than six months before the event | full refund of deposit made. |
| ○ Between six and four months before the event | 50% of deposit payable. |
| ○ Between four months and six weeks before event | 100% of deposit payable. |
| ○ Less than six weeks before event | 100% of full fee payable. |

In the event of a replacement booking taking the place of the cancelled date, then all monies paid would be returned to the hirer.

Contact Information

- Contact with the Booking Secretary and Committee can be made:
 - Through the website www.melmerbyvillagehall.co.uk where there are booking and contact forms.
 - Email melmerbyvillagehallcumbria@gmail.com .
 - The Booking Secretary can be contacted by phone on 01768 881464.

Policy Implemented	January 2022
Signed	<i>Jane Bardsley</i> Chairperson
Review Date	January 2027