

Banham Community Hall Hire Cancellation Policy

Terms and Conditions for Hire Cancellations

We understand that plans may change and you may need to cancel your booking of the community hall. To ensure fairness for all hirers and to maintain the smooth running of our facilities, the following cancellation policy applies:

- **Notice of Cancellation:** All cancellations must be made in writing (via email or letter) and received by the hall administrator.
- **Cancellation More Than 30 Days Before Event:** Full refund of hire fees will be provided.
- **Cancellation Between 14 and 30 Days Before Event:** 50% of the hire fee will be refunded.
- **Cancellation Less Than 14 Days Before Event:** No refund will be given.
- **Exceptional Circumstances:** Refunds in exceptional cases (such as bereavement or serious illness) will be considered at the discretion of the hall committee.
- **Security Deposits:** Security deposits will be returned in full if the cancellation is made at least 30 days before the event. Otherwise, the deposit will be retained.

Please contact the community hall administrator if you have any questions regarding this policy or if you wish to discuss your particular circumstances.