

The SPACE Centre
10 Pedders Lane Ashton Preston PR22TH Tel 0772 760403



CANCELLATION POLICY

As a small charity dependent upon voluntary funds we cannot accommodate groups cancelling bookings at short notice which we then cannot fill with an alternative group. If a group does not attend the charity still has to pay for the staffing, heating and lighting etc. We appreciate your understanding on this matter.

Therefore please note that the cancellation clause in our letting regulations (on reverse of your booking forms) states that any booking cancelled or re scheduled with less than 14 days notice is liable for full fees. This applies to all "one off" or occasional bookings. We appreciate that this is not always possible with staff and client illness etc. so **for our regular clients we only charge half fees if they have to cancel with less than 14 days notice. However with less than 48 hours notice full fees are charged.**

In order to cancel bookings please contact the centre where you will be given a cancellation reference number. Your booking will only be considered cancelled when a reference has been obtained.

NOTE:

By ticking the terms and conditions on the on-line booking form, you have agreed to the above policy