

**The Priory School**

**Lettings Cancellation Policy**

Cancellation fees are based upon the notice given.

Cancellation Charges are below:

Chargeable rates:

* If cancelled within 14 days of the event commencing 25% of the Lettings fee will be charged
* If cancelled within 7 days of the event commencing 50% of the Lettings fee will be charged
* If cancelled with 2 days of the event commencing 100% of the Lettings fee will be charges