

Meeting Room Cancellation Terms				
The table below shows the percentage of reservation charged for cancellation of bookings in advance of required date				
Meeting Rooms	0 - 2 Working Days	3 - 5 Working Days	6 - 10 Working Days	11 - 14 Working Days
0 - 4 People / Delegates	100%	50%	0%	0%
5 - 10 People / Delegates	100%	100%	50%	0%
10+ People / Delegates	100%	100%	100%	0%