

## Cancellation Policy

If you wish to cancel your event then you must do so by calling the Bradford Cathedral office on 01274 777720 or by e-mailing [info@bradfordcathedral.org](mailto:info@bradfordcathedral.org).

The following cancellation charges will apply:

- 6+ weeks' notice: 75% refund (25% deposit is non-refundable)
- 5-6 weeks' notice: 50% refund
- 4-5 weeks' notice: 25% refund
- 0-4 weeks' notice: No refund
- Failure to attend: No refund

In the event of cancellation Bradford Cathedral will endeavour to cancel any services, staff or other commitments to the event. However, if any costs relating to your event have already been committed to by Bradford Cathedral, or the terms and conditions of any third-parties used commit Bradford Cathedral to any costs in the event of a short-notice cancellation, then you remain liable for paying these costs, which will be reflected in the percentage refund terms listed above or the total liable cost, whichever is the greater.

If you wish to postpone your event or move it to a new date, Bradford Cathedral will endeavour to transfer any costs to the new date, but you may be liable for costs for the original date for items we're unable to change.

### Cancellation by Bradford Cathedral

Bradford Cathedral reserves the right to cancel any event. If unforeseen circumstances require an event to be cancelled Bradford Cathedral will discuss an alternative date or issue the relevant refund, but Bradford Cathedral cannot be held liable for covering any costs incurred by the event organiser.

If the event is cancelled by Bradford Cathedral due to breach of the terms outlined in the contract, by the event organiser or anyone associated with the event, then no refund will be due.

### Payment Guidelines

Payment must be received, in full, prior to the event.

If the booking is made more than thirty days before the event, full and cleared payment can be made upon invoice. If the booking is made 30 days or less from the event, full and cleared payment is due immediately

If full and cleared payment has not been received prior to the event you will be asked to make payment on the day and Bradford Cathedral reserves the right to postpone the event or restrict access until payment is made.