

Trading Route – Private Booking Cancellation Policy 1. Purpose This policy outlines the terms and conditions for cancelling private bookings at Trading Route. It ensures fairness and transparency for both our guests and our venue operations. 2. Deposit & Booking Confirmation - A

**non-refundable deposit of £250** is required to secure all private bookings.

- Bookings are **not confirmed** until the £250 deposit has been received and acknowledged in writing by Trading Route.

- The deposit will be deducted from the final balance due prior to the event. 3. Cancellation by the Client If you wish to cancel your booking:

- **More than 28 days prior** to the event: The £250 deposit is non-refundable but may be transferred to a future booking within 6 months (subject to availability).

- **14–28 days prior** to the event: 50% of the total booking value will be charged.

- **Less than 14 days prior** to the event: 100% of the total booking value will be charged.

- Cancellations must be submitted in **writing** (email or letter). The date of receipt will determine applicable charges. 4. Cancellation by Trading Route Trading Route reserves the right to cancel a booking due to circumstances beyond its control (e.g. force majeure, safety concerns, staff shortages). In such cases:

- Any payments made beyond the £250 deposit will be **refunded in full**, or

- Guests may choose to **reschedule** to another available date at no extra charge.

Trading Route will not be liable for any indirect or consequential losses incurred by the client. 5.

Amendments & Reductions - Significant changes (e.g., reduction in numbers or changes in setup) within 14 days of the event may incur additional charges.

- Increases in guest numbers are subject to availability and approval by management. 6. No-Shows

If the group fails to attend on the day of the event without prior written cancellation, the **full booking value** will be charged. 7. Force Majeure Trading Route will not be liable for failure to perform any

obligation under this agreement if prevented by circumstances beyond reasonable control (e.g., fire, flood, pandemic restrictions, government orders). 8. Agreement By confirming your booking and

paying the £250 deposit, you agree to abide by this cancellation policy and Trading Route's general terms and conditions.