

Sussex Events LTD

Cancellation Policy 2021



Sadly events sometimes need to be cancelled and in these circumstances the following will apply

1. Deposit:

A. Most events required a deposit of 30% of the total invoice amount; this is to confirm the booking of the event.

B. In some circumstances the company may take a purchase order from council's and other official bodies, by providing a purchase order you still agree to pay the required amount in this policy in the event of a cancellation.

2. Confirmation: All deposits / purchase orders should be received 30 days before an event to guarantee availability of requirements.

3. Time-scale: If an event is cancelled the following time-scales will apply for the amount owned.

>30 days before event	Any external cost, sub hire, purchases already made
30-14 days before event	50%
14-7 Days before event	75%
Less than 7 Days	100%

4. Money owed:

The amount will be due within 30 days of the cancellation date; a vat invoice will be created and sent once confirmation of cancellation is received.

5. Right to amend:

The management of Sussex Events LTD reserve the right to amend this policy on a job specific basic.