**ASHDOWN PROBUS CLUB**

***Outings and Functions – Booking Policy***

Most of the outings and functions arranged for Club members and their partners and guests now require payment of early deposits that are not refundable. We will therefore have to adopt a more formal approach to taking bookings.

Accordingly, for future outings and functions:

1. When the event is advertised to members a booking and payment deadline will be advised;
2. Bookings will not be accepted until payment is received by the organiser;
3. If a member has to cancel a booking already made:

3.1 if the cancellation request is received by the organiser 14 days or more before the event, then subject to 3.3 below a refund will be made of the payment received;

3.2 if the cancellation request is received by the organiser less than 14 days before the event a refund can only be made in very exceptional circumstances, at the discretion of the Committee;

* 1. any refund will be less a charge to cover any travel, catering or other costs already unavoidably incurred.
1. If for circumstances beyond the control of the organiser an advertised outing or function has to be cancelled, a full refund of all monies received will be made.

Andrew Fermor

President

29th November 2019