

The Claremont Centre

43 Clifton Road, Rugby

CV213QE

**Room Hire Cancellation policy**

**As from January 2018**

Please help us to run the Centre and bookings smoothly by notifying us of any changes or cancellations as soon as possible.

Whilst we will do our best to accommodate any changes after a booking has been made there will now be a charges for any bookings which fail to show up after the room has been booked or if given less than 48 hours’ notice.

Bookings must be made by emailing or/and completing a booking form and forwarded to the Centre Manager.

If you already hire a room and would like an additional date please do this through email on the details below.

I hope you understand all of the above but if you wish to discuss please get in touch using the details below.

Rooms cancelled with no notice as in on the day of booking or no show after confirming booking may be fully charged at the hourly rate.

Kathy Young

Centre Manager

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