



Hire the Centre – Terms of Business

- A deposit of £1000 is required to secure the dates; at the point of booking.
- An invoice will be raised to the main hirer once final numbers are provided. Number to be provided no later than 45 days before the hire date.
- If you cancel 60 days before the proposed workshop start date KLVC Ltd will retain £400 of the deposit fee to cover administration fees and the remaining £600 will be refunded.
- If you cancel 30 days before the proposed workshop start date KLVC Ltd will retain the full deposit of £1000 (no refund of deposit).
- If you cancel in the last 14 days before the hire is due to start KLVC Ltd will retain the full deposit and the remainder of the full Centre hire will to be due to be paid, in full.
- Full payment is required 30 days prior to the workshop start date.