



**Booking Terms and Conditions for Region Trainings, Events and International Trips**

**Payments Terms**

1. All deposit payments are non-returnable.
2. Deposits:

|                               |  |
|-------------------------------|--|
| Events costing up to £50      | No deposit but the full payment to be made at time of booking  |
| Events between £50 and £200   | £20 non-returnable deposit, followed by stage payments (number of payments to be agreed for each event)<br>Alternatively, full payment can be made at time of booking                                  |
| Events between £200 and £2500 | 10% of cost to be paid as non-returnable deposit, followed by stage payments (number of payments to be agreed for each individual event)<br>Alternatively, full payment can be made at time of booking |

3. If the participant is having difficulties in raising funds for the event and cannot meet the payment plan, they are advised to speak to the Region office as soon as possible.
4. Girlguiding South West England is committed to trying to help the participant resolve their payment difficulties.

**Cancellation by the participant**

Cancellation shall take effect only when written notification is received from the participant. The following cancellation fees, expressed as a percentage of the total event fee, apply:

1. Events costing up to £200

|                                  |             |
|----------------------------------|-------------|
| 8 weeks or more before the event | 100% refund |
| 5-7 weeks prior to the event     | 50% refund  |
| 0-4 weeks prior to the event     | No refund   |

2. Events costing up to £2500

|                                   |             |
|-----------------------------------|-------------|
| 19 weeks or more before the event | 100% refund |
| 9-18 weeks prior to the event     | 75% refund  |
| 5-8 weeks prior to the event      | 50% refund  |
| 0-4 weeks prior to the event      | No refund   |

**Cancellation by the Region**

Girlguiding South West England reserves the right to modify or cancel a training, event or trip if unforeseen circumstances arise. A full refund will be made to participants.

**No Charge Events**

All events are costly to set up, even those which are 'no charge'. If you book but find you are unable to attend, please let us know as soon as possible. We often hold waiting lists and someone else could attend in your place.

**Non-attendance by Participant**

If you book a place and do not attend on the day, Girlguiding South West England reserves the right to charge you the full cost of the place.

