**Churches Together in England (CTE)**

**Bookings and Cancellation Policy**

CTE will make all reasonable efforts to ensure that dietary and accessibility requirements can be accommodated at CTE events, when these are stated on the booking form, and the booking is made before the stated deadline.

After the stated deadline, we will endeavour to accommodate any subsequent changes to these needs that we’re notified of. However, if this is outside of our control, this may not always be possible.

**I need to cancel my booking**

If you should need to cancel your booking, please note the following cancellation policy applies:

* Within 1 month of the start date: No refund
* Within 2 months of the start date: 25% refund
* Between 6 months and 2 months of the start date: 50% refund
* Over 6 months: 100% less a £20 administration fee

**I need to transfer my booking**

Instead of cancelling a booking, it may be possible to transfer a booking to another named individual without charge. Please contact <mailto:office@cte.org.uk> to enquire.

Listed here: [cte.org.uk/cte-cancellation-policy](https://cte.org.uk/cte-cancellation-policy/)

**Signature of director / trustee:**

Dated:

This Policy will be reviewed annually by CTE.

Approved by the Board of Trustees of Churches Together in England

Signed

Dated

Reference Minute