**POLICY for REFUNDS / CANCELLATION / POSTPONING / MOVING DATES & TIMES**

* **Full fee refunded if cancelled completely within 5 days of making appointment (marriage/cp notice not lodged). Please call the office immediately on 0131 529 2600**
* **Administration Fee of £25 subject to all cancelled bookings after 5 days**

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| ALEXANDER SUITE, EUROPEAN ROOM  COUNCIL CHAMBER  OWN VENUE  **More than 6 weeks written notice**  **NOT LODGED NOTICE** | ALEXANDER SUITE, EUROPEAN ROOM  COUNCIL CHAMBER  OWN VENUE  **More than 6 weeks written notice**  **ALREADY LODGED NOTICE** | ALEXANDER SUITE, EUROPEAN ROOM  COUNCIL CHAMBER  OWN VENUE  **Less than 6 weeks written notice**  **NOT LODGED NOTICE** | ALEXANDER SUITE,  EUROPEAN ROOM  COUNCIL CHAMBER  OWN VENUE  **Less than 6 weeks written notice**  **ALREADY LODGED NOTICE** | WEE NEUK  **More than 6 weeks written notice**  **NOT LODGED NOTICE** | WEE NEUK  **More than 6 weeks written notice**  **ALREADY LODGED NOTICE** | WEE NEUK  **Less than 6 weeks written notice**  **ALREADY LODGED** |
| **FULL REFUND**  MINUS  \*£25 ADMIN FEE  Refund:  Accommodation Fee/Attendance Fee (£160-£485)  Lodging Fee (£90)  Extract Fee (£10)  Ceremony Fee (£55)  -£25 Admin Fee | REFUND  MINUS  \*£25 ADMIN FEE  \*£90 LODGING FEE  Refund:  Accommodation Fee/Attendance Fee (£160-£485)  Extract Fee (£10)  Ceremony Fee (£55)  -£25 Admin Fee  -£90 lodging Fee | REFUND  MINUS  \*£25 ADMIN FEE  \*ACCOMMODATION FEE/ ATTENDANCE FEE  Refund:  Lodging Fee (£90)  Extract Fee (£10)  Ceremony Fee (£55)  -£25 Admin Fee  -Acc/Att Fee | REFUND  MINUS  \*£25 ADMIN FEE  \*£90 LODGING FEE  \*ACCOMMODATION FEE/ ATTENDANCE FEE  Refund:  Extract Fee (£10)  Ceremony Fee (£55)  -£25 Admin Fee | **FULL REFUND**  MINUS  \*£25 ADMIN FEE  Refund:  Lodging Fee (£90)  Extract Fee (£10)  Ceremony Fee (£55)  -£25 Admin Fee | REFUND  MINUS  \*£25 ADMIN  \*£90 LODGING FEE  Refund:  Ceremony Fee (£55)  Extract Fee (£10)  -£25 Admin Fee | REFUND  MINUS  \*£25 ADMIN  \*£90 LODGING FEE  Refund:  Ceremony Fee (£55)  Extract Fee (£10)  -£25 Admin Fee |

* **Administration Fee of £25 payable each time you change date/time**
* **If you change your date within 6 weeks of your original booking – you will no longer qualify for a full refund for your cancelled second date should this be more than six weeks away.**