

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

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