**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 CHAMBEROWN VENUE**More than 6 weeks written notice****NOT LODGED NOTICE** | ALEXANDER SUITE, EUROPEAN ROOM COUNCIL CHAMBEROWN VENUE**More than 6 weeks written notice****ALREADY LODGED NOTICE** | ALEXANDER SUITE, EUROPEAN ROOM COUNCIL CHAMBEROWN VENUE**Less than 6 weeks written notice** **NOT LODGED NOTICE** | ALEXANDER SUITE,EUROPEAN ROOMCOUNCIL CHAMBEROWN 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 FEERefund:Accommodation Fee/Attendance Fee (£160-£485)Lodging Fee (£90)Extract Fee (£10)Ceremony Fee (£55)-£25 Admin Fee | REFUNDMINUS \*£25 ADMIN FEE \*£90 LODGING FEERefund: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 FEERefund: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 FEERefund:Extract Fee (£10)Ceremony Fee (£55)-£25 Admin Fee | **FULL REFUND**MINUS\*£25 ADMIN FEERefund:Lodging Fee (£90)Extract Fee (£10)Ceremony Fee (£55) -£25 Admin Fee | REFUNDMINUS\*£25 ADMIN \*£90 LODGING FEE Refund:Ceremony Fee (£55)Extract Fee (£10)-£25 Admin Fee | REFUNDMINUS\*£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.**