



## **RTYC Cancellation Policy**

### **Club Social Events**

- Notice of cancellation received within 2 days of the event will result in no refunds.

### **External Events**

- Notice of cancellation received 4 weeks before the date of the event will result in a full refund.
- Notice of cancellation received between 4 weeks and 2 days before the event will result in a 50% refund of all monies paid. (£100 deposit will be paid in full)
- Notice of cancellation received within 2 days of the date of event will result in no refund.

## **Outside Event payment and booking schedule**

### **On making a booking & to secure the date**

- To secure the date of the booking, £100 deposit must be paid. This will be refunded after the event if there is no reported damage)
- A room hire charge must also be paid. (This fee is waived for RTYC Club Members)
  - Room fees: £150 Corinthian room, £75 Billiard room, £75 Restaurant.

### **Minimum 4 weeks before the date of event**

- Menu must be agreed, including menu choices of all guests (where applicable)
- 50% of the total invoice must be paid – if payment is not received the room will be reopened for other bookings.

### **Minimum 7 days before the event**

- Full balance is due. Until the total balance is received no food or drink will be ordered for the event. If full payment is not received, we will reopen the room for bookings.

If you have any questions, please contact the RTYC Club office on [admin@rtyc.org](mailto:admin@rtyc.org)