

## CANCELLATION POLICY (v2)

Please be aware that the successful delivery of Faith tours involves large numbers of people, often volunteers, from several places of worship and organisations.

Confirmed bookings for a calendar month of Faith Tours are relayed to colleagues at all three places of worship around the middle of the preceding calendar month. This is to ensure adequate staffing and that the needs of each place of worship are taken into account.

Changes to tour arrangements after the middle of the preceding month cause problems, extra work and confusion, as well as blocking dates which others could book.

We would therefore respectfully suggest that **tour leaders should check the viability of their booked tours at least 6 weeks before the actual tour date**, and contact us immediately if you find that your tour arrangements need to be changed.

Reluctantly, in future, late cancellations (i.e within four weeks of your confirmed Faith Tour booking date) will incur an Administrative charge of £50 per booking.

Changes to this policy are at the discretion of the Community Projects Manager and the Trustees of Faith in Queen's Park.

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