



Berinsfield Parish Council

Berinsfield PC

PO Box 4987

Swindon DC

SN3 9GQ

Tel 07491152091

Berinsfield Sports Pavilion – Booking Cancellation Policy (Ref P004)

This Cancellation Policy applies to all bookings made for the Berinsfield Sports Pavilion, owned and managed by Berinsfield Parish Council. By making a booking, you agree to the following terms:

1. Parties

This Agreement is made between:

- a. Berinsfield Parish Council, ("the Council")
- b. The person, group, or organisation making the booking ("the Hirer")

2. Booking and Payment

- All bookings must be made online via our official booking platform.
- Full payment is required at the time of booking to secure your reservation.

3. Cancellations by Hirer

- Cancellations made more than 14 days prior to the booking date will receive a full refund.
- Cancellations made between 7 and 14 days prior to the booking date will receive a 50% refund.
- Cancellations made less than 7 days prior to the booking date will not be eligible for a refund.
- All cancellation requests must be submitted in writing via email to clerk@berinsfield-pc.gov.uk.

4. Amendments

Requests to amend bookings (e.g. change of date or time) must be submitted in writing at least 7 days prior to the booking date. We will do our best to accommodate changes, but they cannot be guaranteed.

5. Cancellations by the Council

The Council reserves the right to cancel bookings at any time in the event of:

- Unsafe weather conditions,
- Facility maintenance or emergency repairs,
- Other circumstances beyond the Council's control.
- In such cases, a full refund will be issued or an alternative date offered, where possible.

6. No-Show Policy


If the hirer does not attend the booking and has not provided notice of cancellation, no refund will be given.


7. Exceptional Circumstances

In the event of unforeseen personal or public emergencies (e.g., serious illness, bereavement, or government-imposed restrictions), refund requests may be considered on a discretionary basis. Supporting documentation may be required.

8. Contact

For all booking amendments or cancellations, please contact:

 clerk@berinsfield-pc.gov.uk

 07491152091

Signed on behalf of Berinsfield Parish Council

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Date of signature:

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Cllr Stuart Scott-Ely
Chairman of Berinsfield Parish Council