

Booking Cancellations



- If a cancellation is confirmed at least 2 working weeks before the scheduled event date, no cancellation charge will be incurred and payment will be returned. However, if a cancellation is confirmed with less than 2 weeks' notice a £25 administrative fee will be charged or the full room hire cost, whichever is the lower.
- If a booking is cancelled due to First Steps (Bath) not being able to accommodate changes that a client has made, payment for the booking will be returned, but a £25 administrative fee will be charged.
- Any charges First Steps (Bath) incur due to the cancellation of a booking will be charged to the hirer (this includes refreshment & staff charges).

