



1. CANCELLATION

Cancellation of a reservation (a change of date is deemed to be a cancellation unless agreed otherwise, in writing, by BIRCHWOOD):

- 1.1 By CLIENT, (with the full knowledge that a binding agreement exists between the CLIENT and BIRCHWOOD), this agreement shall be capable of cancellation by the CLIENT only in the following circumstances:
 - 1.1.1 The notice of cancellation is effected in writing.
 - 1.1.2 The CLIENT shall be liable for payment and shall make payment immediately for all charges relating to cancellation, calculated as follows:
 - 1.1.2.1 60+ days prior to the commencement date of the RESERVATION EVENT, 10% of the PRICE shall be charged as a cancellation fee
 - 1.1.2.2 31 to 59 days prior to the commencement date of the RESERVATION EVENT, 50% of the price shall be charged as a cancellation fee
 - 1.1.2.3 0 to 30 days prior to the commencement date of the RESERVATION EVENT, 100% of the price shall be charged as a cancellation fee
 - 1.1.2.4 In the event of non-arrival (no-show) of guests and or delegates, 100% of the PRICE shall be charged as a cancellation fee.