



Fakenham Town Band

Booking Secretary – Catherine Moore

Tel: 07795 614681; Email: bookings.fakenhamtownband@gmail.com

Web: www.fakenhamtownband.com

Terms and Conditions

Booking

All bookings must be made using the booking form. Your booking will be provisionally confirmed by email by the Booking Secretary, and you will be sent the booking form, questionnaire and invoice. No booking will be considered as confirmed until the questionnaire has been returned and the booking reviewed to ensure that the band can accommodate your requirements. The booking form and questionnaire should be returned within three weeks of issue, and no less than eight weeks prior to the booking. Failure to do so may result in cancellation of your booking. You will receive an email stating that your provisional booking has been confirmed.

Deposit Payment

Fakenham Town Band reserves the right to charge a 25% booking deposit. Where this is required, it will be stated clearly on the invoice.

Payment Terms

Payment is required by Fakenham Town Band 14 days prior to the event, or as stated on the invoice. Failure to pay on time may result in your booking being cancelled.

Late Payment Terms

Fakenham Town Band reserves the right to charge interest at base rate + 8% on all late payments in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.

Inclement Weather

Fakenham Town Band reserves the right not to perform in inclement weather conditions and where suitable wet weather contingency plans have not been made. A performance fee will still be made, and organisers are strongly recommended to make alternative provisions for wet weather.

Cancellation Policy

Cancellation should be notified to the Booking Secretary as soon as possible by telephoning the number above, and by emailing webmaster@fakenhamtownband.com.

Cancellation Charges:

Notice received between 120 and 90 days prior to event:	No charge
Notice received between 89 days and 60 days prior to event:	25% of booking fee
Notice received between 59 days and 30 days prior to event:	50% of booking fee
Notice received between 29 days and 15 days prior to event:	75% of booking fee
Notice received between 14 days and 0 days prior to event:	100% of booking fee

Failure to provide accurate or timely information on any aspect of this booking form or questionnaire may result in the cancellation of your booking at short notice. This is particularly relevant where special music is required. Please note that if the band has been booked to provide background or church music, this will not be compered and will not be in a concert format and it will not be possible to accommodate last minute changes.