

ANNEXURE VI (REVISED)

CANCELLATION CHARGES

The Schedule of cancellation charges is as follows:

Where the notice of cancellation is received by the Estate Manager

180 days before the programme	5% of total hire charges
120 days before the programme	10% of total hire charges
60 days before the programme	25% of total hire charges
30 days before the programme	40% of total hire charges
15 days before the programme	75% of total hire charges
Less than 15 days before the programme	Full hire charges forfeited

POSTPONEMENT CHARGES

The following charges shall be levied for postponement:

Where the notice of postponement is received by the Estate Manager

180 days before the programme	1% of total hire charges
120 days before the programme	5% of total hire charges
60 days before the programme	10% of total hire charges
30 days before the programme	25% of total hire charges
15 days before the programme	50% of total hire charges
Less than 15 days before the programme	75% of the total hire charges

Note: -

1. Postponement will be permissible only to a date convenient to the Management provided full payment is made in advance. Party have to confirm their postponement date within six month falling which booking shall be presumed as cancelled and entire rental charges will be forfeited and no further communication shall be entertained in this regards.

No second postponement shall be possible.