**Millbrook Accommodation & Cancellation Policy**

**Travel Insurance**

If you think there might be a chance you might not be able to attend you would best to think about travel insurance or some insurance to cover your accommodation should you need to cancel your ticket.

**Cancellation: From signing of contract and up to 120 days prior to group arrival**

* Cancellation of accommodation (including all additions and amendments) will incur forfeit of the deposit (20% of total amount) paid or due
* Cancellation of events will incur forfeit of the deposit (20% of total amount) paid or due

**Between 119 and 14 days prior to group arrival:**

* Cancellation of accommodation (including all additions and amendments) will incur forfeit of the deposit (70% of total amount) paid or due
* Cancellation of events will incur forfeit of the deposit (70% of total amount) paid or due

**Within 13 days of group arrival:**

* Cancellation of existing accommodation room block will incur forfeit of the deposit (100% of total amount) paid or due
* Cancellation or reduction of events will incur forfeit of the deposit (100% of total amount) paid or due