

## **Balance Payments, Cancellations, and Refunds Policy**

Run Weekends

### **8 Balance Payments, Cancellations and Amendments Policy**

8.1 You acknowledge that Your payment for an Event contributes to the overall costs of equipment, staff and administration, incurred by Us in planning and organising Your Event, and that We will have incurred the largest part of Our costs on a non-recoverable basis before the Event start-date. Therefore if Your Event is terminated either by Us in accordance with Clause 2.4 above or by You for any reason other than Our breach of this Agreement then the deposit is non-refundable. If the termination takes place:

- once your final balance has been paid two months prior to your departure date, you will receive no refund. However, you can request to switch your balance payment to another event held within 12 months of your cancellation. A £50.00 administration fee will be charged for this change.
- less than 30 days prior to departure, all monies are non-refundable and no transfers are permitted.

For the avoidance of doubt, in the event that You have not paid the applicable Event Fee as at the date of termination then You shall be liable for the balance of the Event Fee due less any amount due to be refunded.

8.2 Any request from You to amend a booking must be put in writing and sent to [contact@runweekends.com](mailto:contact@runweekends.com). If we agree to transfer Your booking to an alternative Event, then provided such an alternative Event commences within 12 months of the original booked Event start-date, We will transfer the Event Fee or any part of the Event Fee that You have paid to the new Event less a sum of £50.00 to cover Our costs incurred in re-arranging the booking.

8.3 In the unlikely event of Us cancelling Your Event before the specified start-date other than as a result of a force majeure event as set out in Clause 4.7 above, We will refund to You whatever portion of the Event Fee You have paid. This will be the full extent of Our liability.

8.4 In the event of cancellation of an Event as a result of a force majeure event as set out in Clause 4.7 above then We shall retain whatever portion of the Event Fee paid is necessary to cover Our reasonable expenses incurred in organising the Event and refund to You the remainder. This will be the full extent of Our liability.

8.5 If You leave Your Event before the specified Event end-date other than as a result of Our breach of this Agreement, no refund will be made to You.

8.6 At point of booking, You have the option to pay in full or with a deposit of 20%.

8.7 The deposit of 20% is non-refundable.

8.8 Deposits of 20% are made at the point of booking for bookings made 60 days prior (or more) to the event date. If the event date is within 60 days at point of booking, you must pay in full at point of booking.

8.9 Once deposit has been paid, all remaining balances can be paid at any time (up to 60 days before the event date) by logging into the Easol Portal. (Multiple payments or in full)

8.10 The full balance must be paid 60 days before the event date. If the full balance is not paid 60 days before the event you will lose 100% of your deposit with your remaining paid balance returned to you within 30 days.