

Cancellation Policy

All cancellations must be received in writing. We suggest a follow-up phone call or e-mail to confirm receipt of your cancellation notice.

Room 201

- The booking contract must be confirmed or cancelled 60 days prior to meeting date.
- Clients are invoiced 50% for bookings cancelled less than 60 days before the event date.
- Clients are invoiced 100% for bookings cancelled less than 30 days before the event date.

Rooms 202, 203, 204, 206 & 207

- The booking contract must be confirmed or cancelled 30 days prior to meeting date.
- Clients are invoiced 50% for bookings cancelled less than 30 days before the event date.
- Clients are invoiced 100% for bookings cancelled less than 15 days before the event date.

Entire facility

- The booking contract must be confirmed or cancelled 60 days prior to meeting date.
- Clients are invoiced 50% for bookings cancelled less than 60 days before the event date.
- Clients are invoiced 100% for bookings cancelled less than 30 days before the event date.

Same day cancellation or no-show fee

- Reservations cancelled with less than two hours notice prior to event time will be billed the entire cost of the booking plus the catering order (if applicable).
- Clients who fail to show up for their function will be invoiced the entire cost of their booking, catering order (if applicable), and a \$45 no-show fee.