

Laughton Lodge Cancellation Policy

Please review our cancellation policy for guest rooms and event spaces below:

Guest Rooms:

1. **Cancellation on the day:**
100% of the total fee will be charged for cancellations on the scheduled check-in.
2. **Cancellation within 7 days:**
50% of the total fee will be charged for cancellations less than 7 days prior to the scheduled check-in date.
3. **Cancellation 7 days and beyond:**
No cancellation fee will be applied for cancellations made 7 days or more before the scheduled check-in date.

Event Spaces:

1. **Cancellation within 7 days:**
100% of the total fee will be charged for cancellations less than 7 days before the scheduled booking date.
2. **Cancellation between 7 and 30 days:**
50% of the total fee will be charged for cancellations between 7 and 30 days before the scheduled booking date.
3. **Cancellation 30 days and beyond:**
No cancellation fee will be applied for cancellations made 30 days or more before the scheduled booking date.

General Terms:

1. **Notice of Cancellation:**
All cancellations must be submitted in writing via email. The effective date of cancellation will be the date on which we receive the written notice.
Email: facilities@laughtonlodge.org
2. **Payment:**
Any cancellation fees will be deducted from the total amount paid, and the balance will be refunded or charged accordingly.
3. **Refund Processing Time:**
Refunds, if applicable, will be processed within 30 days of the written cancellation notice. We may need you to provide your bank details.
4. **Special Circumstances:**
We understand that each situation is unique, and we are open to discussing special circumstances that may warrant exceptions to this policy.

By booking with Laughton Lodge, you acknowledge and agree to the terms outlined in this cancellation policy.

We appreciate your understanding and cooperation.

Email: facilities@laughtonlodge.org

The Community Project Ltd
Shawfield Laughton Lodge
Laughton
Lewes
BN8 6BY

<https://laughtonlodge.org/>