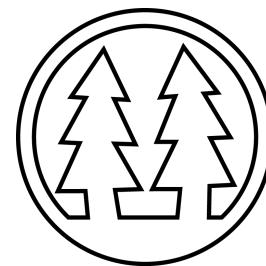


CANCELLATION POLICY

Woodcraft Folk DFs



Approved by: DF Committee

Document owner: DF Treasurer

Approval date: November 2025

Review date: November 2026

Previous versions of this policy are available on request. Please contact the DF Secretary via [email](#).

The most up-to-date copy of this policy will always be accessible via spanthat.world/files/policy/cancellation.

Any references to this policy should use the link above.

Scope

This policy applies to everyone who has booked to come to a DF Event.

Purpose

The purpose of this policy is to define the timescales for cancelling a booking to a DF event with and without incurring additional costs.

Related Documents

This policy has no related documents.

The policy starts overleaf.

1 Cancellation by Participants

If you have booked to come to a DF event and are no longer able to come, please let the co-ordination team know as soon as possible; this will help us to avoid buying food and programme materials that we don't need and allow us to offer your place to more people. The cancellation periods are outlined below

- If you cancel more than 14 days before the event - you will not be expected to pay any monies and any monies which you have paid will be refunded in full.
- If you cancel within 14 days of the event - you will need to pay a cancellation charge equal to 50% of the event price. If you have pre-paid any monies, these will be refunded to you, with the cancellation charge deducted.
- If you cancel on the day of the event or do not attend the event without cancelling - you will need to pay the price of the event in full.

All cases will be looked at on a case-by-case basis. Cancellation fees may be waived with the production of a reasonable excuse.

1.1 Notification of Cancellation

If you do need to cancel your place, please inform the following people via email. Please CC in the DF Treasurer to all communications regarding cancellations

- Event Admin, contact details vary (see booking form for contact details).
- DF Events rep, events@spanthat.world;
- DF Treasurer, treasurer@spanthat.world;

2 Cancellation by Organisers

Cancellation of a DF event may be necessary in exceptional circumstances. You will receive a full and prompt refund of all monies you have paid.

We understand the financial burden that comes with cancelled events and travel costs. Travel reimbursement is not always a possibility, however, whenever it is it will be fully communicated to all of those who have booked.

In line with this, event cancellations must be suitably communicated via the relevant communication channels (For example, email, social media, etc.)