

# CONFIRMATION

## CANCELLATIONS AND MODIFICATIONS

### ***Cancellation***

The event can be cancelled free of charge within 24 hours from the dispatch of the confirmation email. In case it is not done within this timeframe the following terms and conditions apply:

- **30 days or more prior to event:** 25 percent of the room rental is charged
- **29 – 14 days prior to event:** 50 percent of the room rental is charged
- **13 – 7 days prior to event:** 75 percent of the room rental is charged
- **6 days or less prior to event:** 100 percent of the room rental is charged  
*(3 days or less prior to the event: + 100 percent of F+B price is charged)*

### ***Change of date***

The event can be moved free of charge up until 30 days prior to the event. In case it is not done within this timeframe the following terms and conditions apply:

- **29 – 14 days prior to event:** 25 percent of the room rental is charged
- **13 – 7 days prior to event:** 50 percent of the room rental is charged
- **6 days or less prior to event:** 75 percent of the room rental is charged  
*(3 days or less prior to the event: + 100 percent of F+B price is charged)*

### ***Allergies and other special needs and dietary restrictions***

All information regarding dietary restrictions such as allergies must be indicated no later than 3 business days in advance of the event. All needs handed in later than this deadline will be imposed with an extra fee of the total cover price of the amount of people of which the changes concerns.

### ***Number of participants***

We need the total and final number of participants no later than 3 business days in advance of the event. In case the number is increased later than this, an extra fee of 100 percent of the cover price will be imposed on top of each of the extra covers. If the number of participants is decreased the original price will remain the same meaning no refunds for unused covers.

**THEKRANE**

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