

Booking & Deposit payments, Postponement, Settlement and Cancellation Policy



Booking and Deposit Payments

Upon signing the agreement, we would normally portion your total hire fee and raise the following deposit invoices:

- 10% upon signing
- 45% two months prior to the start date
- 45% one month prior to the start date

The daily fee, and the above portion of deposit invoices, will be split equally between the parties, unless required otherwise by prior agreement between the parties.

We only charge for reserved days upon use at the end of the hearing.

Postponement

If the hearing was postponed, even if the full amount has been paid, we would not charge any additional fees for the re-instated hearing.

Settlement

If the case is settled:

- 1) After the Hire Agreement is signed, but before the second invoice is raised, only 10% of the total hire fee will be due.
- 2) On or after the second deposit invoice is raised, 55% of the total hire fee will be due.
- 3) On or after the last deposit invoice is raised, 100% of the total hire fee will be due.
- 4) If the fees have been paid in full and the hearing settles in advance of the start date, or indeed once the hearing is underway, we will reimburse any fees we secure from other clients using the dedicated space in the period you had previously booked. Those fees will be re-paid within 14 days of the final day of your booked hearing.

Cancellation

If the case is cancelled for reasons unconnected with a settlement or postponement, once an invoice has been raised the related fee will be due and non-reimbursable.