**Cancellation Terms and Fees**

If this booking is cancelled for any reason by Halfords Media the following cancellation fees will apply:

**SHORT TERM CONTRACT:** Cancellation charge for bookings of 5 working days’ duration or less:

Cancellation:

* 2 working days or less before the Start Date, 100% of the total fee will be payable.
* 3 to 5 working days before the Start Date, 50% of the total fee will be payable.
* after the Start Date, 100% of the total fee will be payable.

**MID TERM CONTRACT**: Cancellation charge for bookings with a duration of 5 to 14 working days’ inclusive.

Cancellation:

* 5 working days or less before the Start Date, 100% of the total fee will be payable.
* 6 to 10 working days before the Start Date, 50% of the total fee will be payable.
* after the Start Date, 100% of the total fee will be payable.

**LONG TERM CONTRACT:** Cancellation charge for bookings with a duration of 15 working days and over:

Cancellation:

* 10 working days or less before the Start Date, 100% of the total fee will be payable.
* 11 to 15 working days before the Start Date, 50% of the total fee will be payable.
* after the Start Date, 100% of the total fee will be payable.