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| **Music & Arts Service** 21 Market Street, Shipley, West Yorkshire BD18 3QD Tel: 01274 434970 E: schoolsmusicandarts@bradford.gov.ukwww.bradfordmusiconline.co.uk |

**MUSIC & ARTS SERVICE – CANCELLATION POLICY****Free Concert Group Performance** |

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| **Length of notice for cancellation** | **Charges applied** |
| Over 2 weeks(15 days or more) notice | No Charge |
| Up to 1 weeks (7 days) notice | £50 Charge |
| Cancellation less than 7 days | £100 Charge  |

Whilst Concert Group Performances are offered to schools at no cost, there is still a cost to the Music & Arts Service for this provision. Once you have accepted the concert then the charges will be processed for all cancellations as detailed in the table above.

**How do I cancel a free concert?**

In the unlikely event that you wish to cancel your free concert - you must notify us in writing. You can do this: via email – schoolsmusicandarts@bradford.gov.uk

via post – Music & Arts Service, 21-22 Market Street, Shipley, West Yorkshire BD18 3QD. Cancellation notice will be accepted from the date it is received.

**Adverse Weather Conditions/Concert Group Sickness etc**

During adverse weather conditions we know it can sometimes be difficult for schools to remain open. During adverse weather conditions the Music & Arts Service regularly check for weather and traffic updates. If the school is closed due to weather, then no charge will be made. If the weather forecast indicates that the concert group will have difficulty either getting to the venue or getting home again, we will make a decision whether to cancel or amend start/finish times.

Should cancellation be necessary by us for any reason no charge will be made

Should you cancel your free concert there is no guarantee you will be offered another one until the end of our performance cycle – usually 18 months.

Music & Arts Service