

Change of Booking Form

All Changes to bookings must be completed on a Change of Booking Form no less than two working days prior to the current/ intended booking date for it to be eligible to be adjusted (see Section 3.4 of Conditions of Hire).

Name of group: _____

Name of venue: _____

Contact Name: _____

Phone: Home: _____ Work: _____ Mobile: _____

Email Address: _____

Date to be cancelled: _____

or

Additional Bookings: _____

Extra information: _____

Applicant's Signature: _____ Date: _____