

**Amendments/Cancellations to**

**Facilities Bookings**

**2025 – 2026**

**Section 1 – TO BE COMPLETED BY ALL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Applicant |  |  | | | |
| Permit Number |  |  | | | |
| Address |  |  | | | |
|  |  | Mobile | Postcode |  | |
| Telephone |  |  | Work | |  |
| Email |  |  | | | |
|  |  |  | | | |

**Section 2 – to be completed for cancellations**

|  |  |  |
| --- | --- | --- |
| Name of Venue you wish to cancel: |  |  |
|  |  |  |
| Cancellation for day(s)/date(s) |  |  |

***(A minimum of 5 working days’ notice (Monday to Friday) is required or let will be charged in full)***

|  |  |  |
| --- | --- | --- |
| Reason for Cancellation |  |  |

**Section 3 – Let / Permit Amendments**

|  |  |  |
| --- | --- | --- |
| Please specify required changes: |  |  |
|  |  |  |
| Effective Date of Change: |  |  |

**Section 4 – Invoice Amendments**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Please change invoicing address to**:** |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | Postcode |  | |
| Telephone |  | Mobile |  | Work | |  |
| Email |  |  | | | | |

**Please Refer To:**

|  |
| --- |
| Section 1.5 of T&Cs which states:- “Approved lets are not transferrable and are only valid for the named hirer/organisation, accommodation, dates and purposes stated on the booking form. Sub-lets are not permitted. |
|  |
| Section 3.3 of T&Cs which states - £15.00 Admin Charge will be applied:   * Per request to a let permit (once issued) for change of date, times applied for and /or change of location. * Per request to an invoice (once issued) for change of address if different to details on let application form or an amendment form is not submitted in advance of invoice issue. |