



Cnr Queen and Broughton Street
 (PO Box 57) Campbelltown 2560
 Phone: 4645 4000 Fax: 4645 4111
 DX5114

Hall Hire Cancellation Request

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

Name/Organisation of Hirer	
Contact Person	
Hirer's address	
Phone	
Name of hall	
Date of booking to be cancelled	
Booking number	

Ihereby request that the above booking be cancelled.
 (Hirer's full name)

I understand that Council requires any cancellation requests are received at least 14 days prior to the hire date above, for a full refund. I request that the amount of \$, paid by me in relation to this hire be refunded.

I understand that if less than 14 days notice is given, I will forfeit all hire fees paid.

Signed:
 (Hirer's signature)

.....
 (Date of signature)