

**WAIHĪ EVENTS CENTRE
CANCELLATION NOTICE**



This cancellation application must be lodged with Council at least seven (7) working days prior to the booking – failure to do so could result in the hirer being charged for the hire as if it occurred.

I/We _____ (Individual/Organisation)

_____ (Address)

_____ (Contact phone number)

Make application to cancel the hire of the:

WAIHĪ EVENTS CENTRE

On the following date/s _____

The reason for the cancellation is:

Bank account for refund (if applicable):

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Name on Account _____

Signed: _____ Date: ____/____/20____

Name: _____

Please print