UPDATE OR CHANGES TO VENUE HIRE

|  |  |
| --- | --- |
| Facility being hired:  |[ ]  Frost Park |
|  |[ ]  Kendenup Hall |
|  |[ ]  Narrikup Hall |
|  |[ ]  Sounness Park |
|  |  |
| Hirer/Organisation:  | . |
| Date of booking:  | . |

|  |  |
| --- | --- |
| Reason for change:  |[ ]  Change to original dates of hire |
|  |[ ]  Change of venue |
|  |[ ]  Other |

Details:

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| Name: | . |
| Date:  | . |
| Signed:  |  |

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| --- | --- | --- |
| **OFFICE USE ONLY** | **Synergy Ref:**  |  |
| Approved |  | Sign off | Comments/Conditions |
| Booking Availability | Y [ ]  N [ ]   |  |  |
| Administration Officer, Infrastructure & Assets | Y [ ]  N [ ]  |  |  |
|  |  |  |  |