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| **HSC_BLACK_A4** | **Regular Hire Alteration 2018****Community Venues** |

**Alterations to existing Regular Hire Agreements can only be submitted using this form. Email completed form to** **hsc@hornsby.nsw.gov.au** **no later than 30 days prior to hire date. Alteration requests for cancellation or modification with less than 30 days notice from the date of hire will not be accepted and no refunds or transfers will be accepted.**

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| **Date of Request:** |  |
| **Hirer Name:** |  |
| **Booking Number:** |  |
| **Venue:** |  |
| **Reason for Alteration:** |  |

**Alteration details – please circle request required below and complete dates and times.**

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| --- | --- | --- | --- |
| **CANCEL** | **ADD** | **MODIFY – FROM** | **MODIFY - TO** |
| Date – times | Date – times | Date – times | Date - times |
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| **Please note: for any bookings outside your 2018 Regular Hire Agreement, please book directly online – casual hire rates apply** |
| Hirer Name: |
| Hirer Signature: | Date: |

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| Office use only | Date Received: |  | Date updated in Pathways: |  |
| TRIM REF | **F2018/00025** | DOCUMENT# |  |

Reviewed 16 January 2018