



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.

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

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

Cancel session	Add extra time to regular hire session	Modify session – FROM	Modify session - TO
dates/times	dates/times	dates/times	date/times
e.g. 5/11/2018 – 11am-1pm	e.g. 5/11/2018 – extend session 30 mins to 1.30pm	e.g. 5/11/2018 – 11am-1pm	e.g. 5/11/2018 – 10.30am-1.30pm

Please note: for any additional bookings outside your 2018 Regular Hire Agreement, please book directly online – casual hire rates apply

Hirer Name:	
Hirer Signature:	Date:

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