



FACILITY INFORMATION

Name of Facility: Date of Hire

CONTACT DETAILS

Name:

Organisation.....

Address:

Contact No: Fax:

Email:.....

PLEASE NOTE: THE PERSON WHO SIGNS THIS MUST HOLD THE CURRENT HIRE AGREEMENT WITH COUNCIL

ALTERATION DETAILS

Do you wish to: (please circle)	Cancel / Add Extra / Modify	
Please provide alteration details Number of Guests/Students/ Participants _____	Date(s):	Hours of hire:

Any changes to a booking will require 10 days prior notice to receive a credit or refund.

REASON FOR ALTERATION

Please provide Council with your reason for your alteration.

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DECLARATION

I the hirer understand that the current Terms and Conditions of Hire of the Canterbury - Bankstown Council Facilities still apply to the above alterations. I agree to be fully responsible for the payment of fees and any additional charges arising out of hiring in accordance with the terms and conditions that have been supplied to me previously in the Casual or Regular hire Application.

APPLICANT'S SIGNATURE

NO CHANGE IN THE BOOKING IS CONFIRMED UNTIL A CONFIRMATION LETTER IS RECEIVED FROM COUNCIL

CASUAL HIRERS

PLEASE RETURN ALL CASUAL ALTERATIONS FORMS TO CUSTOMER SERVICE AT THE BANKTOWN OFFICE -
UPPER GROUND FLOOR, CIVIC TOWER - 66-72 RICKARD ROAD BANKSTOWN

REGULAR HIRES

PLEASE RETURN ALL REGULAR ALTERATION FORMS BY FAX TO (02) 9707 9557 OR TO CUSTOMER SERVICE AT THE BANKSTOWN OFFICE -
UPPER GROUND FLOOR, CIVIC TOWER - 66-72 RICKARD ROAD BANKSTOWN

Name:

.....

Date:

.....

Signature:

.....

PRIVACY NOTICE

Council is required under the Privacy and Personal Information Protection Act 1998 (PPIPA) to collect, maintain and use your personal information in accordance with the Privacy Principles and other relevant requirements of the PPIPA. Personal information requested on this form will only be used to fulfil the purpose for which it is being collected. Provision of this information is voluntary and is required to help process your application. Council is regarded as the agency that holds the information and access is restricted to council officers and other authorised people. You may apply to access or amend the information. For further information or clarification please contact the Privacy Contact Officer at Council.