**Burwell Community Sports Centre**
01638 742125
Buntings Path,
Burwell,
CB250DD
burwellsports.co.uk
BurwellCommunitySportsCentre
burwellcommunitysportcentre

# BOOKING CANCELLATION FORM

*Please complete this form to request a cancellation of your facility booking or activity session.*

**Full Name:** **Contact Telephone:**

**Organisation / Group (if applicable):**

**Email Address:**

**Invoice Number:**

**Date(s) of Session(s) that you wish to cancel**

**Session Start & End Time:**

**Facility / Activity Booked (Please tick all that apply):**

[ ]Main Sports Hall [ ] Dance Studio

[ ]3G Astro Pitch

**Reason for Cancellation:**

**Any other information that you wish to provide:**

I confirm that I am the authorised hirer / contact person for this booking and wish to cancel the session(s) specified above. I understand that cancellations are processed in accordance with the Burwell Community Sports Centre Terms & Conditions and notice requirements.

**Customer Signature ……**

**Printed Name:** **Date:**

**SUBMISSION:**
Completed forms will only be accepted via email to us at: enquiries@burwellsports.co.uk
The cancellation will be processed from the date the email is received.

Please note our terms (on our Booking Terms & Conditions document) in relation to cancellations:

All booking alterations are subject to a **£15 administration charge** if they relate to the current quarter.

Cancellations within the active quarter incur the following fee schedule, calculated from the date the Cancellation Form is received:

- **Less than 2 weeks' notice:** 75% of the total booking charge.
- **1 month's notice:** 50% of the total booking charge.
- **2 months or more notice:** 25% of the total booking charge.