

Cancellation of booking

All cancellations must be in writing

The town council requires a minimum of seven days notice, in writing, of any cancellation of booking. If less than 14 days' notice is given, the council reserves the right to make a charge up to the full hire cost to the hirer concerned.

Name of hirer

Address

.....

Telephone number

Event

Date

Room (please tick) Main Small Kitchen

Time

Please return this form to the Town Clerk's office
Town Hall, North Street, Ashburton TQ13 7QQ