



Leisure Amendment/Cancellation/Transfer Form

All amendments/cancellations/transfers require 7 days notice in writing or you may be liable for the full cost of the booking.

The amendment should be returned to: Clackmannanshire Council, Alloa Library, Speirs Centre, Primrose Place, Alloa, FK10 1AD. Amendments can also be made by e-mail to **leisurebookings@clacks.gov.uk**

Name of Venue

Type of Booking

Time of Booking

Date/s to be amended

Date/s to be cancelled

Date/s to be transferred

Please state the venue/
area the booking will be
transferred to.

Customer Name/Address

Amended/Cancelled by

OFFICE USE ONLY

Contract reference number: Membership number:

Confirmed by: Date: