



### 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

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#### OFFICE USE ONLY

Contract reference number:  Membership number:

Confirmed by:  Date: