

To:	Company:
Fax:	Date:

AMC JAKOVICH FUNCTION CENTRE

Cnr McGrath and Russell Roads, Henderson, Western Australia



BOOKING CANCELLATION FORM

This form is to be completed for cancellation of a booking. Confirmation of the cancellation will be sent to you on receipt of this form.

Company:
Date(s) booked:
Room(s) booked:

Lake Coogee	Carnac Island	Thomas Peel Boardroom
Garden Island	Garden Island and Carnac Island (combined)	
Jervoise Bay	Lake Coogee Room with function bar	

This is to acknowledge that we would wish to cancel the above booking. We acknowledge that cancellations made within 14 days of the event incur a cancellation penalty of 50% of the total room hire and that cancellations made within 48 hours of the event will incur a full room hire rate charge.

Company name:	
Address:	
Contact name:	
Email address:	
Telephone (business):	Mobile:
Facsimile:	

Email this form to: amc@techpark.org.au or fax to: +61 8 9361 4077

OFFICE USE ONLY

Cancellation form received	Date:	Signed:
----------------------------	-------	---------