

Sportsground booking amendment/cancellation (paper form)



City of HOBART

When to use this form

Use this application form if you need to amend or cancel an approved sportsground booking.

We require 3 business days to process a date/or time amendment, once approved and 5 business day's notice for cancellations.

All amendments to approved sportsground bookings will incur a \$30 upfront fee per application. This fee does not apply to cancellations.

Please be aware that all **amendment requests will only be held for 24 hours**, after this time, if payment has not been received, your amendment request will be void.

For any NEW dates and times please complete the [casual booking form](#).

Applicant details

Contact person full name Required

Email address Required

Telephone number Required

Booking details

Booking reference number (e.g. BK001) Required

What would you like to do? (Select 1 or more options) Required

- change a booking time
- change a booking date
- cancel a booking
- other

Answer this question if you made a selection that includes 'other' in *Booking details > What would you like to do?*

What would you like to do? Required

Answer this question if you:

- made a selection that includes 'change a booking time' in *Booking details > What would you like to do?*

Or if you:

- made a selection that includes 'change a booking date' in *Booking details > What would you like to do?*

Do you need to change more than 1 booking? (Select 1 option) Required

- yes
- no

Answer this question if you made a selection that includes 'cancel a booking' in *Booking details > What would you like to do?*

Would you like to cancel all booked dates against your booking? (Select 1 option) Required

- yes
- no

This information applies if you selected 'yes' in *Booking details > Would you like to cancel all booked dates against your booking?*

By cancelling this booking please be aware that all dates and times booked against booking will be cancelled.

Answer this question if you:

- made a selection that includes 'change a booking date' in *Booking details > What would you like to do?*
- and selected 'no' in *Booking details > Do you need to change more than 1 booking?*

Original date of event Required

D	D	M	M	Y	Y	Y	Y
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Answer this question if you:

- selected 'no' in *Booking details > Do you need to change more than 1 booking?*
- and made a selection that includes 'change a booking date' in *Booking details > What would you like to do?*

Amended date of event Required

D	D	M	M	Y	Y	Y	Y
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Answer this question if you:

- made a selection that includes 'change a booking time' in *Booking details > What would you like to do?*
- and selected 'no' in *Booking details > Do you need to change more than 1 booking?*

Original start and finish time Required

Answer this question if you:

- made a selection that includes 'change a booking time' in *Booking details > What would you like to do?*
- and selected 'no' in *Booking details > Do you need to change more than 1 booking?*

New start and finish time Required

This information applies if you:

- made a selection that includes 'cancel a booking' in *Booking details > What would you like to do?*
- and selected 'no' in *Booking details > Would you like to cancel all booked dates against your booking?*

Please download, complete and attach the [cancellation template](#) to show the dates that you need to cancel.

This information applies if you:

- selected 'yes' in *Booking details > Do you need to change more than 1 booking?*
- and made a selection that includes 'change a booking date' in *Booking details > What would you like to do?*

Please download, complete and attach the [amended date template](#) to show the dates that you need to amend.

This information applies if you:

- made a selection that includes 'change a booking time' in *Booking details > What would you like to do?*
- and selected 'yes' in *Booking details > Do you need to change more than 1 booking?*

Please download, complete and attach the [amended time template](#) to show the times that you need to amend.

Answer this question if you:

- selected 'yes' in *Booking details > Do you need to change more than 1 booking?*

Or if you:

- selected 'no' in *Booking details > Would you like to cancel all booked dates against your booking?*

Template attachment Required



Please attach all files to the end of this form before submitting it.

Complete this section if you made a selection that includes 'change a booking time' in *Booking details > What would you like to do?*

Additional information

Do you have any other requirements? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Additional information > Do you have any other requirements?*

Please specify Required

Please attach any supporting documentation



Please attach all files to the end of this form before submitting it.

Conditions of hire

Conditions of hire are available on our [website](#). Please make sure you have read and understand these before submitting this application.

Declaration

In making this application: (Select at least 4 options) Required

- I declare that the information I have provided is true and correct. Required
- I have read and agree to comply with the conditions of hire associated with my booking. Required
- I agree to abide by the City of Hobart's Conditions of Use and be responsible for payment of all fees and charges associated with this hire. Required
- I am duly authorised to sign on behalf of the organisation named as the applicant. Required
- I agree that by typing my name below I have signed this application. Required

Name of signatory Required

For information on how the City of Hobart manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#).

End of form

Don't forget to attach all files before submitting this form