**Community venue**

**CANCELLATION OF TIME SLOT(S)**

To: ………………………………………. (Community Venue Supervisor)

From:………………………………………………………………….. (name of hirer in capitals)

Name of Organiser/Group:………………………………………………………...

Start & End Times Group:……………………………………………

Date(s) cancelled:- …………… ……………… ………………… ……………..……(dd/mm/yy)

Signed: ………………………………………………………… Date:……………………………..