

Dungannon West Renewal Ltd.

**Unit 7 Annagh Centre, Ballysaggart Business Complex, 2 Beechvalley Way,
Dungannon BT70 1BS Tel: 028 8772 9477 Fax: 028 8772 9759
email; dwrltd@btconnect.com**

Cancellation Forms for Community Rooms

(PLEASE USE BLOCK CAPITALS)

Name of Group/Organisation _____

Contact Person _____ Tel. No. _____

e-mail address _____

Please state which facility You require to Cancel	Multi Purpose Room	<input type="checkbox"/>	Unit 2 c (Approx. 250 sq. ft.)	<input type="checkbox"/>
	(Full Disability Access) (Approx. 1800 sq. ft.)		Unit 2 e (Approx. 1,000 sq. ft.)	<input type="checkbox"/>
	Serena Suite	<input type="checkbox"/>	Unit 3 (Approx. 700 sq. ft.)	<input type="checkbox"/>
	(Approx 100 sq. ft.)		Board Room (Approx 500 sqft)	<input type="checkbox"/>

Please state the days you
booked the facility _____

Please indicate the times
the facility was booked **Start Time** _____ **Finish Time** _____

Please state if DWR could
have done more for you to
prevent cancellation

Confirmation of Cancellation Signature _____ Date _____

.....
DWR Office use only

Date _____

Signature _____