

# **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	<b>Multi Purpose Room</b>	<input type="checkbox"/>	<b>Unit 2 c</b> (Approx. 250 sq. ft.)	<input type="checkbox"/>
	<b>(Full Disability Access)</b> (Approx. 1800 sq. ft.)		<b>Unit 2 e</b> (Approx. 1,000 sq. ft.)	<input type="checkbox"/>
	<b>Serena Suite</b>	<input type="checkbox"/>	<b>Unit 3</b> (Approx. 700 sq. ft.)	<input type="checkbox"/>
	(Approx 100 sq. ft.)		<b>Board Room</b> (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 \_\_\_\_\_