



**NORTH AYRSHIRE**  
COUNCIL

<b>Bus No:</b>	
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**EDUCATIONAL SERVICES**

**TO:** North Ayrshire Council  
Community Facilities and Resources Team  
Woodlands Centre  
16 Kilwinning Road  
IRVINE  
KA12 8RR  
Booking Line: 0845-230-1325  
Fax: 01294-317145

**FROM:**  
**ADDRESS:**  
**TEL:**  
**DATE:**

**NOTIFICATION/ALTERATION TO CANCEL MINIBUS HIRE**

I hereby confirm our intention to cancel our Minibus Booking.

The details for which are as follows:

**Cancellation of Hire:**

It is required that our group: \_\_\_\_\_  
cancel our hire for: Date(s): \_\_\_\_\_  
Destination: \_\_\_\_\_  
Reason for cancellation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Alteration to Hire:**

It is required that our group: \_\_\_\_\_  
Who has hired the bus on: \_\_\_\_\_  
Change Date(s): \_\_\_\_\_  
Change Time(s): \_\_\_\_\_

**Additional Information:**


**Date:**

**Signed:**

**PLEASE NOTE: 7 DAYS NOTICE IN WRITING MUST BE RECEIVED FOR CANCELLATION OR PAYMENT WILL STILL BE REQUIRED**