

**PORT HAVEN**

**BOOKING AMENDMENT**

**Port Haven Booking Amendments**

Please note more than 24 hours’ notice must be given on date amendments and cancellations to avoid fees. More than 7 days’ notice must be given to change guest name. If the required notice is not given one nights accommodation fee will be charged.

A separate amendment form is required for each guest booking that requires a change or cancellation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Original Booking** | | | | | | |
| Company Name |  | | | | | |
| Guest Name |  | | | | | |
| Original Arrival Date |  | | Original Departure Date | | |  |
|  | | | | | | |
| **Cancellation** | | | | | | |
| Is this booking to be cancelled? | | Yes | | No | | |
|  | | | | | | |
| **Amendment** | | | | | | |
| Name Change (leave blank if no change) | |  | | | | |
| New Guest Mobile | |  | | | | |
| New Arrival Date |  | | New Departure Date | |  | |

Amendments and cancellations Mon to Fri 8am – 4pm send to [bookings@porthedland.wa.gov.au](mailto:bookings@porthedland.wa.gov.au)

For any changes outside office hours, including public holidays send to

[porthavenreservations@site.compass-group.com.au](mailto:porthavenreservations@site.compass-group.com.au)

please also CC the bookings email address.