

**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.

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| **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

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

porthavenreservations@site.compass-group.com.au

please also CC the bookings email address.