

Cancellation of Booking – Community Facilities		
<p>All cancellations of bookings must be in writing.</p> <p>a. Hirers wishing to cancel a booking must give 14 days' notice for a full refund to be processed</p> <p>b. Cancellation notice given 8 to 14 days prior to the booking will incur a cancellation fee, equivalent to 50% of fees paid</p> <p>c. Cancellations of seven (7) days or less notice or failure to notify cancellation of booking will not be entitled to a refund.</p>		
<p>Artarmon Kids Cottage 18 Broughton Road Artarmon</p>	<p>Northbridge Bowling Club 'The Outpost' off Kameruka Road Northbridge</p>	<p>Willoughby Park Centre Corner of McClelland Street and Warrane Road Willoughby</p>
<p>Bales Park Pavilion 122 Sydney Street Chatswood</p>	<p>Castle Cove Community Learning Centre 8B Deepwater Road Castlecove</p>	<p>Dougherty Community Centre 7 Victor Street Chatswood</p>
<p>Chatswood Youth Centre & Rooftop Sports Recreation Area 64 Albert Avenue Corner of Victor Street Chatswood</p>	<p>West Chatswood Community Learning Facility 565 Mowbray Road Chatswood West</p>	<p>Jack Donnelley Room Chatswood Oval</p>
<p>139 Artarmon Road 139 Artarmon Road Artarmon</p>	<p>Naremburn Community Centre 7-8 Central Street Naremburn</p>	<p>MOSAIC Multicultural Centre Brown Street Chatswood</p>
<p>Warners Park Centre 'The Outpost' off Kameruka Road Northbridge</p>	<p>Northbridge Branch Library Community Space 258 Sailors Bay Road Northbridge</p>	<p>Chatswood Library Meeting Rooms 409 Victoria Avenue Chatswood</p>
Cancellation of Booking – Chatswood Activity Bookings		
<p>Council requires as much notice as possible of cancellations. Fees paid are not refundable but may be credited to future bookings. Cancellations must be in writing to events@willoughby.nsw.gov.au.</p>		
Cancellation of Booking – Chatswood Mall Markets		
<p>Stallholders that wish to cancel their application at the Chatswood Mall Market must do so in writing to markets@willoughby.nsw.gov.au. This notification must be received by 5pm Friday prior to the market date. Stall fees are payable if the stallholder cancels their booking with less than the required notice.</p>		
Cancellation of Booking - Pre-lodgement Meetings		
<p>Correspondents that wish to cancel their pre-lodgement meeting must do so in writing to prelodgement@Willoughby.nsw.gov.au. For the amount refunded if a pre-lodgement meeting is cancelled, please refer to the Fees and Charges available on Council's website.</p>		