



BOOKING CHANGES / CANCELLATION REQUEST

Office: (403)320-3885 Emergency-After Hours Contact : (403)315-1489

Group / School:

INVOICE #:

Contact Name:

Alternate Contact:

Phone Number:

Fax:

Email:

Cancellation / Changes Policy

1. **3 business days notice is required** for all booking cancellation or changes.
2. **\$ 65.00 administration charge** for cancellations or changes **with less than 3 business days notice.**
3. **Cancellation or no shows** on date of event will result in a **one way trip charge of \$95.00**
4. **Emergency or after office hours please call (403) 315-1489**

() I have read and understood the [Booking & Cancellation policy](#).

() I acknowledge this document as being a "Request only", confirmation will be emailed or faxed within one business day of receiving this form.

Type or request: () Change () Cancellation

Type of bus: () Transit Bus () School Bus () Accessible

Service: () In town () Out town () Driver to stay with group

Date(s)	Pick Up Time	Pick Up Location	Destination Info	# of People	Return Pick up Time

Other Info:

- Monday to Friday - No pickups before 9:00 am
- No pickups between 2:20-4:30pm (Mon, Tue, Thu), Wednesday 1:30-4:30pm or Friday 11:15-2:30pm
- Charter school buses must arrive back for schools routes prior 2:20 pm
- Evening charters must return to transit before 12:00 AM
- Maximum charter time is 15 hours from time of departure.

Signature

Date:

FAX: (403) 380-3876

Email: transit@lethbridge.ca

The personal information collected on this form is in accordance with Section 33 of the Freedom of Information and Protection of Privacy Act. It is used for the purpose of your charter and will only be disclosed to Transit Staff. If you have any questions or concerns, please contact City of Lethbridge Information and Records department at 403-320-7383.