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## CANCELLATION/SUSPENSION OF MONTHLY PARKING ARRANGEMENTS

As per the National Convention Centre Canberra's car park terms and conditions, a minimum of three weeks' notice is required to cancel/suspend car parking arrangements. Please complete the following and return to the NCCC Reception Team to arrange cancellation/suspension of your car parking arrangement.

I wish to amend my parking arrangement at the National Convention Centre Canberra as indicated below:

Cancellation Effective Date: ..... *(see additional information below)*

Suspension Effective Date: .....

Full Name: .....

Email Address: .....

Phone (mobile): .....

Parking Card Number: .....

Signature: ..... Date: .....

Please provide feedback: .....

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**Please return this completed form to:** National Convention Centre Canberra Reception Desk-  
[nccc.reception@ihg.com](mailto:nccc.reception@ihg.com)

### Additional Information for Cancellations

Please return parking card to the National Convention Centre Canberra Reception Team on or before the above date. The parking card can also be returned using the drop box next to the exit gate of the car park or via post to National Convention Centre Canberra, 31 Constitution Avenue, Canberra City, ACT, 2601.

Failure to return this card or to give three weeks' notice may result in additional charges as per the signed terms and conditions.

### Office Use Only

Parking card Cancelled/Suspended:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff Initial: .....	Date: .....
Parking card returned:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff Initial: .....	Date: .....
Credit card payment Cancelled/Suspended:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff Initial: .....	Date: .....

Please provide feedback: .....

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