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| **Wickham Recreation Precinct**  **Membership Hold Form** Carse Street │T (08) 9186 8486 │wickham.rec@karratha.wa.gov.au |



#### MEMBERSHIP HOLD CONDITIONS

**Memberships may be put on hold for a *MINIMUM OF SEVEN (7) DAYS*.**

Placing your membership on hold must be done in ***ADVANCE*** to your leaving and ***WILL NOT*** be done retrospectively (unless accompanied by a medical certificate).

Members are required to advise staff of their return and sign this form agreeing to the new expiry date. Failure to do so may result in a reduced membership extension.

Members may be required to produce satisfactory evidence to support requests for suspension of membership. You may make requests an unlimited number of times during your membership.

Memberships may be placed on hold for reasons such as but not limited to:

* Holiday
* Illness or
* Business / leisure travel, ie FIFO

Retrospective suspension time may only be given at the absolute discretion of the City of Karratha.

**FULL NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Member Number** \_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE** (H) (W) (M)

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| **Please note: Memberships may only be placed on hold for a MINIMUM of seven (7) days** |

**Commencement Date of Hold** \_\_\_\_/\_\_\_\_/\_\_\_ **Resume Membership Date** \_\_\_\_/\_\_\_\_/\_\_\_

**Reason for Hold**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| OFFICE USE ONLY |  |  | |  | |  |
| Message Applied & Form Filed | Y / N |  | | Membership Expiry | | / / . |
|  |  |  | |  | |  |
| Actual Date of Return | / / . |  | |  | |  |
| Total Number of Days to be added to Membership | | | \_\_\_\_\_\_\_\_ | **New Expiry Date** | | / / . |
| Date ‘Gallagher’ Updated | / / . | Staff Member | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Member Aware of **New Expiry** | Y / N | Member Signature (at time of request or on return to WRP) | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  |  | | |  | |