



# EVENT CANCELLATION FORM

Customer/Company Name: \_\_\_\_\_

Event/Meeting Date: \_\_\_\_\_

Room/Facility: \_\_\_\_\_

Reason for cancellation: \_\_\_\_\_

|   |   |
|---|---|
| I originally paid with:                     | My refund will be in the form of:   |
| <input type="checkbox"/> <b>CASH</b>        | <input type="checkbox"/> <b>MAILED CHECK</b> – All cash and check transactions. |
| <input type="checkbox"/> <b>CHECK</b>       | <input type="checkbox"/> <b>CREDIT CARD</b> – Original card must be valid.      |
| <input type="checkbox"/> <b>CREDIT CARD</b> |   |

| PAYEE INFORMATION |              |
|-------------------|--------------|
| NAME:             | HOME PHONE : |
| ADDRESS/CITY/ZIP: | WORK PHONE : |
| E-MAIL ADDRESS:   | CELL PHONE:  |

**REFUND POLICY:** Event cancellations made prior to 90 days of event will receive a refund, minus a cancellation fee of \$100. Event cancellations less than 90 days of the event will forfeit all monies paid to date (including deposit). Meeting rooms have a 7 day cancellation policy. Parks, fields, and tennis courts are non-refundable.

CUSTOMER'S Signature \_\_\_\_\_ Date \_\_\_\_\_

(Received by) STAFF Signature \_\_\_\_\_ Date \_\_\_\_\_