

# CANCELLATION / DATE / LOCATION CHANGE FORM

NAME OF RENTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDITIONAL PHONE (if different from above): \_\_\_\_\_

ORIGINAL LOCATION OF FUNCTION: \_\_\_\_\_

ORIGINAL DATE OF FUNCTION: \_\_\_\_\_

I wish to cancel this reservation. I understand that if this cancellation is made within 30 days of the event, I will not receive a refund. Outside the 30 days, I will receive a refund for the amount of the deposit less a 20% handling fee.

I wish to change the date / location (circle one) of this event to:

NEW DATE / LOCATION OF FUNCTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
RENTER'S SIGNATURE

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
BANQUET MANAGER'S SIGNATURE

\_\_\_\_\_  
TODAY'S DATE