



Civic Center Rental Cancellation Request Form

Lessee Name: _____ Rental Contract Number: _____

Event Date: _____ Function: _____ Room(s): _____

Date Cancellation Request Received: _____ Number of days before Event: _____

_____ (Lessee initial) I acknowledge I am the "Lessee" and was granted use of the Rosenberg Civic Center as outlined in the rental contract noted above, and agreed by my signature on same to comply with the rules and regulations for use of the Rosenberg Civic Center.

CANCELLATION POLICY

- Lessees wishing to cancel their rental contracts with the Center shall do so via the **Rental Cancellation Request Form**. Cancellations requests received more than ninety (90) days before rental date will result in the retention of fifty (50%) percent of all rental fees paid. If the cancellation request is made ninety (90) days or less before the function, the City will retain all rental fees paid. Any security fees or damage deposits pre-paid (due at 30 days) will be refunded to lessee if event cancellation request is more than thirty (30) days from event.
- Rental contracts cancelled for non-payment of fees per contract terms, and/or cancelled thirty (30) days or less before rental date, will forfeit all fees paid to date of cancellation (including damage deposits and/or security fees).

_____ (Lessee initial) I acknowledge this cancellation request is made within the terms of the Rental Contract **more than ninety (90) days before the rental date**, and that per the facility Cancellation Policy, the City of Rosenberg will retain 50% of room rental fees paid to the City in relation to the above-referenced rental.

_____ (Lessee initial) I acknowledge that this cancellation is made within the terms of the Rental Contract **ninety (90) days or less before the rental date**, and that per the facility Cancellation Policy, the City of Rosenberg will retain 100% of room rental fees paid in relation to the above-referenced event.

_____ (Lessee initial) I acknowledge that this cancellation is made within the terms of the Rental Contract **thirty (30) days or less before the rental date**, and that per the facility Cancellation Policy, the City of Rosenberg will retain 100% of ALL fees paid in relation to the above-referenced event (including any security fees and damage deposits).

Total amount paid to date (attach rental account details to this sheet) _____

Less 50% / 100% (circle one) of **rental fees only**: _____

or

Less 100% **ALL fees**: _____

Total fees due to Lessee after cancellation: _____

Lessee signature: _____

Date: _____

OR

See second page to request application of payments to different date...

APPLYING PAYMENTS TO DIFFERENT DATE

- In the event Lessee requests a date change and rollover of payments to-date to a different function, Lessee will be required to pay current rental contract amount in full, regardless of due dates for old/new rental contracts. Once paid in full, roll-over will be allowed ONE TIME if requested via **Rental Cancellation Request Form** more than 90 days prior to event. If request is 90 days or less before scheduled event, cancellation policy applies.

_____ (Lessee initial) *I acknowledge this cancellation request is made within the terms of the Rental Contract more than ninety (90) days before the rental date, and am hereby requesting the City of Rosenberg cancel my existing booking and roll-over my fees paid to another rental date listed below. I acknowledge that this will only be allowed ONE TIME, and that to do so, I must pay the total amount of \$_____ (staff complete before Lessee initials) currently due on my account to be applied toward the new rental, and that I will have to execute a new rental contract for the requested date, if available.*

Requested roll-over date (Lessee complete): _____

Lessee signature: _____

Date: _____

Accepted by: _____

Date: _____

Approved by: _____

Date: _____

Cancellation processed & refund check requested (if applicable):

Date: _____

Roll-over completed and new contract issued:

Date: _____