



Fairhope Civic Center Rental Cancellation Form

NAME OF RENTER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

LOCATION OF FUNCTION: _____

DATE OF FUNCTION: _____

- I wish to cancel the following reservation dates, per original rental application:

Cancellations or date changes must be in writing and signed by the application holder and must be given to and accepted by the Facilities Management office at the Fairhope Civic Center not less than sixty (60) days prior to the event for any refund to be given. Fee refunds will be made by check, less a 20% handling charge. No refunds will be made for cancellations made within (60) days of the event.

- I wish to change the date of this event to:
NEW DATE OF FUNCTION: _____

RENTER'S SIGNATURE

DATE

MANAGER SIGNATURE

DATE