

# CANCELLATION REFUND

Ref #: \_\_\_\_\_

Date: \_\_\_\_\_

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## VENUE PROVIDER

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[Venue Name]  
[Street Address]  
[City, State, Zip]  
[Phone/Email]

## REFUND TO

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[Client Name]  
[Client Address]  
[Client Phone/Email]

## EVENT DETAILS

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**Original Event Date:** \_\_\_\_\_

**Cancellation Date:** \_\_\_\_\_

Description of Services / Fees Paid	Amount
Venue Rental Deposit / Full Payment	0.00
Additional Services (Catering, AV, Staffing)	0.00
Security Deposit	0.00
<i>Less: Cancellation Penalty/Admin Fee</i>	<i>(0.00)</i>

Subtotal: \$0.00

Tax Adjustment: \$0.00

**TOTAL REFUND: \$0.00**

**REFUND METHOD**

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Method:  Credit Card  Bank Transfer  Check

Transaction Reference: \_\_\_\_\_

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This document serves as an official confirmation of the cancellation and the processing of the associated refund according to the terms of the original rental agreement.