

ARNALDO'S

BANQUET CENTER & CATERING

18275 Quarry Road ~ P.O. Box 2344 ~ Riverview, MI 48193 ~ 734-282-2198 ~ arnaldos.com

Notice of Cancellation

Date of Event Being Canceled: _____

I find it necessary to cancel my reservation for the date listed above due to _____

If the ballroom/s I reserved is rebooked with a completed contract for a comparable event, I understand that a refund of deposit will be mailed to the signer of the contract at the address provided minus a minimum \$100 processing fee provided the full deposit was paid by the dates specified on the contract. In the unfortunate event Arnaldo's Banquet Center is unable to rebook the canceled date with a comparable event, no refund of any monies paid will be given.

First & Last Name (Print): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature (Individual Whose Signature Appears On The Original Contract): _____

_____ Date: _____

VII. Cancellations

- A. In the event of a cancellation or change of function date, lessee assumes the risk of forfeiting deposits and non-refundable payments unless Arnaldo's Banquet Center is able to host a comparable event.
- B. **If applicable payments have not been paid at the time of cancellation or date change no refund of any amount, regardless of rebooking date will be refunded.** See section VI.
- C. A minimum \$100 processing fee will be assessed on any reimbursements. Fee to be determined by management.
- D. Cancellations must be made in person or by email, signed by lessee and with photo identification within one week of notification. Cancellation is affective on the date of signing. Forms are available in our office.
- E. **Failure to submit a signed and dated cancelation form with photo identification within seven business days of notification will require the lessee to pay the base rate for the minimum guest count as listed on the contract. Additional fees may apply.**