



Canton Community Center Inc. CHANGE RENTAL AGREEMENT



210 North 7th Street, Canton, MO 63435

573-288-0550

www.cantoncommunitycenter.com

www.facebook.com/cantonmocommunitycenter

Rental Agreement Last Name	First Name	MI
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Please fill in the following fields with the new changes. If you wish to change Main Renter, please see a center representative, as to current Rental will be cancelled and new rental agreement will be created. Any "credit" due on this account will be transferred to the new account holder.

Street Address	City	State	Zip Code
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Primary/Cell/Home Phone	Work Phone	Rental E-Mail (email address are not shared/sold)	Effective date of Change
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Select the changes below, please note an additional fee may be required for adding or deleting services. For changes prior to due date of payment, payment will be due on or before the due date of the contract (two weeks prior to event) If changes are made after the due date for services, payment is due IMMEDIATELY and no changes made less than three days.

Fill in the Item below to add or delete	Fill in additional information if needed such as start/end time, number of hours added/deleted, Note: Some items may require insurance provided by renter.	Check if Adding	Check if Remove	Enter amount of change	Check if Payment is due	Check if refund is due	Method of payment
item	Description	ADD	Remove	Fee	Paid	Refunded	MOP
item	Description	ADD	Remove	Fee	Paid	Refunded	MOP
item	Description	ADD	Remove	Fee	Paid	Refunded	MOP
item	Description	ADD	Remove	Fee	Paid	Refunded	MOP
item	Description	ADD	Remove	Fee	Paid	Refunded	MOP
item	Description	ADD	Remove	Fee	Paid	Refunded	MOP
item	Description	ADD	Remove	Fee	Paid	Refunded	MOP

Any additional changes needed on this account not listed above:

	ADD	Remove	Fee	Paid	Refunded	MOP
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Agreement

I hereby request that the above member's change(s) be made to my rental agreement(s) or information be changed as stated above.

I must provide this form to the Canton Community Center more than three days prior to when I need the above rental(s) changed. I understand that I may not be awarded these changes and the Canton Community Center has the right to deny changes above based on availability of items, schedule of events, staff, or other reasons to which the Canton Community Center feels it can not accommodate.

I understand that if I add or delete any additional items(s) including time, this may affect the overall cost of the rental agreement and agree to these changes.

I understand that the changes reflected above may change the rental fee charged to my account. I hereby authorize the Canton Community Center to initiate debit entries for the above changes, including any adjustments that are necessary to make the changes I have requested above, and to initiate, if necessary, credit entries and adjustment for any debit entries in error to my account on record. I additionally authorize the financial institution or credit card to debit or credit the same to the account on record. This authority is to remain in effect until revoked in writing through the rental cancellation process.

Signature (s)

I have an understanding of this form and agree to the agreement section, IN WITNESS WHEREOF this Change Rental Agreement has been executed by the undersigned parties on the date written below.

Renters Signature	Date	Renters Printed name	Date
Rental Coordinator Signature	Date	Rental Coordinator Printed name	Date