



# Canton Community Center Inc. CANCEL 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
Street Address		City	State	Zip Code
Primary/Cell/Home Phone	Work Phone	Rental E-Mail (email address are not shared/sold)		Effective date of CANCEL

Your business is very important to us, please state the reason of cancellation, especially if it was an error on our part or limitations of our center, so we can better serve you and others in the future:

Remove	Fee	Refunded	MOP

**Agreement**  
I hereby request that the above rental agreement be cancelled in full.

I must provide this form to the Canton Community Center more than two weeks prior to the event or I understand I may lose a portion or all of my security deposit or rental fees.

The Schedule of fees is stated as follows:  
 \*More than two weeks before event, a full refund will be provided for any rental fees paid and security deposit paid.  
 \*Less than two weeks prior to event but more than 3 days, I will forfeit security deposit, and a double security deposit penalty may apply during my next booking.  
 \*One to three days prior to event, I will forfeit security deposit, and half of all rental fees, and a double security deposit penalty may apply during my next booking.  
 \*Same day cancellations, I will forfeit security deposit, and ALL rental fees, and a double security deposit penalty may apply during my next booking.

I understand that although the Canton Community Center will take every measure to avoid a cancellation, The Canton Community Center reserves the right to cancel rentals due to conflicts, inclement weather, or emergency conditions. Cancellations due to error on The Canton Community Center, inclement weather, or emergency conditions, will result in full refund of all fees and security deposits. In no event shall The Canton Community Center be liable for consequential damages for any reason whatsoever.

I understand that the Cancellation 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 Cancel 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