



# North Carolina A&T Alumni-Foundation Event Center

## EVENT CANCELLATION/CHANGE FORM

200 N. Benbow Rd. • Greensboro, NC 27411 • Telephone (336) 433-5566 • Fax (336) 332-8445

If arrangements for this function are cancelled, a cancellation fee will be charged consisting of a percentage of totals anticipated rental fees based upon arrangements for function space reserved at the time of cancellation. The fee is determined by the time between cancellation and scheduled arrival. Please review chart below:

Number of days prior to Scheduled Arrival Date	
365 – 180 Days	10%
179 - 90 Days	25%
89 -30 Days	50%
29 Days or less	100%

Any Group arrangements/Cancellation must be made in writing to the Foundation Event Center. Liquidated damages, if any, shall be due payable upon receipt of invoice and become past due 30 days from the date of invoice.

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Reference Number: \_\_\_\_\_

Ball Rooms Type	Square feet	Banquet Style	Class room Style	Theatre Style	Rate
Aggie 101	2061	120 -130	80 -100	180-200	\$600.00
Pride 103	2061	120 -130	80 -100	180-200	\$600.00
Middle Ballroom	4010	200 - 225	200-220	500-540	\$1150.00
Blue 102	1392	50-70	64 -70	100-130	\$350.00
Gold 104	1392	50-70	64 -70	100-130	\$350.00
Full Ballroom	11,253	770 -800	560 -600	1300-1400	\$2200.00
Foyer Reception Area	3,000	200 Floating			
Conference Room	1 -4 Hours \$70.00	20	Includes 42 inches TV		\$125.00
Library	1-4 Hours \$280.00		1-8 Hours		\$560.00
Executive Boardroom	1 -4 Hours \$87.50	26-30	1 -8 Hours		\$175.00
Space Rental Total					
Less Discount		%			
Subtotal					

Please check one of the following (For reservation CHANGES, fill out the section below with all NEW information.)

Yes, I would like to **CANCEL** my reservation       Yes, I would like to **CHANGE** my reservation

NEW Room(s) Desired: Please circle the room(s) you wish to reserve. (Prices based on daily-use rates)

NEW Date(s) Desired: \_\_\_\_\_

NEW Event Times: Start: \_\_\_\_\_ End: \_\_\_\_\_

NEW Event Description: \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date