ALUMNI FOUNDATION EVENT CENTER

EVENT CANCELLATION FORM

200 N. BENBOW RD. GREENSBORO NC 27411 TEL: 336-433-5566 FAX 332-8554

Canceling this event will incur a fee based on a percentage of the total estimated space rental reserved at the time of cancellation. The specific rate depends on the cancellation timeline shown in the chart below. Any applicable fees will be deducted directly from your payment

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%

Standard available time: 8am- 10pm (Any 4 hours)
For availability outside of these hours, please consult with Event Center Manager

Ball Rooms Type	Square feet	Banquet Style	Classroom Style	Theatre Style
☐ Aggie 101	2,061	80 -120	80 -100	180-200
☐ Pride 103	2,061	80 -120	80 -100	180-200
☐ Middle Ballroom	4,010	200 - 225	180-200	400-540
☐ Blue 102	1,392	50-70	20 -30	70-100
☐ Gold 104	1,392	50-70	20 -30	70-100
☐ Full Ballroom	11,253	770 -800	560 -600	1200-1300
☐ Foyer Reception Area	3,000	200 Floating		
☐ AFEC/Alumni Conference Room		Permanent seats 20		
☐ Library		VIP Area		
☐ Executive Boardroom		Permanent seats 30		

All booking modifications and cancellations must be submitted in writing to the Alumni-Foundation Event Center. Any applicable fees or damages are due upon receipt of the invoice and will be considered past due after 30 days.

(For reservation CHANGES, fill out the rescheduling form.)

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

Other Comments: _____

Organization: _____ Contact Person: _____ Invoice Number: _____

_____ _____

Customer Signature Date