ALUMNI FOUNDATION EVENT CENTER

EVENT RESCHEDULING FORM

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

If for reason it is necessary for your event to be reschedule, not including the act of God, you would be permitted to reschedule your event once provided all fees are paid in full. A schedule fee equal 10% of the rental fee payment is due at the time of your request or must be paid in full within 30 business days

Any arrangements must be made in writing to the Alumni- 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.

Standard available time: 8am- 10pm (Any 4 hours)
For availality 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		

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

☐ **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: _____

_____

Organization: _____ Contact Person: _____ Invoice Number: _____

_____ _____

Customer Signature **Date**