

Cleburne Conference Center

Payment Authorization/Deposit Refund

The following is the payment authorization and deposit refund policy and agreement.

1. Payments may be made with cash, check, Visa Card or Mastercard.
2. All deposits will be charged to customers. The Conference Center policy is to debit or deposit all fees given to staff.
3. A date is not considered firm until a signed agreement and a deposit equal to the amount of the room rental is received by staff.
4. Lessee must assign a designated representative to be present at the conclusion of an event. Lessee or their representative is responsible for a final walk thru of the rented room (s) to ensure all areas are clean and all vendors (when applicable) have vacated. **All events will be subject to after hour fees when vendors or client exceed contracted hours.**
5. Notification of an event cancellation must be received no later than 45 days prior to the event date to receive deposit back and must be approved by the Operations Manager. Notification or cancellation given after this deadline will result in forfeiture of the entire deposit amount. Notification of cancellation must be given to staff in writing.
6. **All reservations that are considered firm will be subject to a \$25.00 administrative fee for cancellation regardless of the notification deadline.**
7. The reservation deposit shall be refunded to the client within 30 days after the event less any additional charges incurred. Any damages or additional time spent in the facility by guest is the responsibility of the client and will be billed accordingly.

Event Name: _____ Event Date: _____

Customer Signature: _____ Date: _____