

**City of Stockton
Community Services
Cancellation Policy**

If reservation is cancelled more than 120 days prior to the date of the event then the lessee receives deposit minus a \$50.00 processing fee.

If cancellation is less than 120 days prior to the date of the event than lessee forfeits entire deposit.

If reservation is cancelled less than 45 days prior to the date of the event than lessee forfeits deposit and entire base rent. If the facility is rented by a different party for that date then the lessee will be refunded all fees minus a \$50.00 processing fee.

The refundable security damage deposit will be returned 2 to 4 weeks after your event minus any fees that occurred during your event. Refund will be returned only to the Name and address listed on the rental contract.

All cancellations MUST be submitted in writing

I agree to and acknowledge that I have read the above Cancellation Policy and understand that all cancellations must be submitted to the Community Services /Special Event Department.

Name (Please Print)_____

Signature:_____Date:_____

Name of Event:_____Date of Event:_____