

REQUEST TO CANCEL RESERVATION

I, _____ would like to
cancel my Rental Agreement with Auburn Post 20, the

Date I reserved is: ____/____/____

If less than 90 days to rental date:

I understand that if you are able to rent out this date I will be refunded my deposit. Should Auburn Post not able to rent this date I will forfeit my deposit but not be charged the balance due on my contract.

If 90 days or more until the Rental date

I understand I will receive my refund without the requirement that the hall being rented. Refund must be picked up on Saturday from 9:00 AM to 10:00 AM

Please understand we can not rent the date you reserved until we have your request to cancel in writing.

Signature

Date