



North Carolina A&T Alumni-Foundation Event Center

EVENT CANCELLATION FORM

200 N. Benbow Rd. • Greensboro, NC 27411 • Telephone (336) 433-5566 • Fax (336) 332-8445

If arrangements for this function are cancelled, a cancellation fee will be charged consisting of a percentage of total anticipated rent base upon arrangements for function space reserved at the time of cancellation. The fee is determined by the time between cancellation and scheduled arrival. Please review chart below: **Please note: cancellation fees is separate from your non refundable deposit fee.**

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		

Any arrangements/cancellation 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.

(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