



## Payment Options/ Policies

### Deposit Payments

*Deposits are due in **FULL** at initial time of booking your event.*

*\*Deposit are available on the first business day following your event after the facility inspection by Civic Center Staff. These may either be picked up at our office or be mailed to you at the address we have on file for the event.*

*We do NOT hold deposit payments. If you write a check or charge to a credit card, it will be processed correctly. A check is written to you for the refund.*

*Deposits are ONLY issued back to the person that made the initial deposit.*

### Facility and Security Payments

All facility payments are to be paid in **FULL** 2 weeks prior to event...**NO** Exceptions!

Payments made with check are only accepted if outside of **30 DAYS**, due to processing time and clearance from the bank. There is a \$20 charge on all returned check payments.

If a check written is deemed insufficient by your bank, then it will result in a hold on your account and your event.

Payment made inside of **30 DAYS** prior to your event are payable by Cash, Money Order or Credit Card only. There is a 3% charge on all credit card transactions.

Please sign below to acknowledge that you are aware and understand all payment procedures.

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Responsible Party

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Date