

A photograph of a wedding reception. A bride in a white dress and veil is walking down a red carpet, holding a bouquet of flowers. A groom in a dark suit is walking beside her. They are surrounded by guests in formal attire. The scene is filled with falling white confetti and bubbles. The background shows a wooden structure, possibly a balcony or part of the event center.

**Myers Park & Event Center**

---

**Facility Usage Agreement  
Event Cancellation Policy  
For The Landing**

---

## Cancellation Policy Comparison

Venue	Deposit	Rental Fees Due	Cancellation Fee/Policy	Beginning Pricing
Myers Park & Event Center current policy	\$50, \$100, \$300, \$500 determined by venue; due with contract to reserve date	All fees due 10 days prior to event.	More than 60 days, full refund; within 30-60 days, forfeit deposit; Less than 30 days forfeit deposit and responsible for full rental fees.	
Cotton Mill	\$500 security deposit	50% of the fees, includes \$500 refundable security deposit, due at booking. Final payment due 60 days before event.	Entire 50% of fees and deposit kept, UNLESS able to book an event at the same or greater fees as the original event, minus admin fees.	\$4,639
Chandler's Gardens	\$250 security deposit	50% of the fees due to reserve (non-refundable). Final payment due 8 weeks before event	50% of the fees (non-refundable)	\$2,150
MPAC	\$500 deposit fee	Fees and deposit due 10 working days after make reservation or 10 working days prior to event, whichever is sooner.	Before 6 months, no penalty. Within 3-6 months 25% of total rental is kept; Within 1-3 months 50% is kept; <b>Within 1 month NO Refund</b>	\$2,674
Chestnut Square	\$200 Refundable deposit and \$50 booking fee to make reservation	50% of total payment due 180 before event. Final payment due 90 days before event.	<b>NO Refunds</b>	\$2,300
The Bingham House	\$500 confirms reservation	20% due 30 days after booking. 30% due 3-6 months after booking.	<b>All Monies NON-refundable</b> ; may reschedule if within 6 months of original date.	\$4,313
Old Bedford School	\$100 or \$500 security deposit	50% fees and deposit due to reserve. Final payment due 30 days prior to event.	\$200 Booking fee if cancel 6 months prior to event; Within 3-6 months half of reservation fee is kept; <b>Less than 90 days NO Refund</b> . Rescheduling is same as cancellation.	
Addison Event Venue	\$ amount determined by venue and due with contract	50% space fee due no later than 90 days prior to event.	<b>Within 90 days, NO refund</b> of security fee or deposit.	
Event 1013 (Plano)	\$500 security deposit	50% fees and deposit due to reserve. Final payment due 30 days prior to event.	Entire 50% of fees and deposit kept, UNLESS able to book an event at the same or greater fees as the original event, minus \$100 admin fees.	
The Orchard (Azle)		50% of the fees due to reserve. Final payment due 120 days prior to event.	180 days or more prior to event, full refund minus \$200 cancellation fee; <b>Less than 180 days, NO refund</b> plus \$200 cancellation fee.	\$5,000

### **Current Facility Usage Agreement**

- Cancellation more than 60 days, Lessee Receives Full Refund
- Cancellation within 30-60 days Lessee Forfeits Deposit
- Cancellation less than 30 days Lessee Forfeits Deposit and is Responsible for All Rental Fees
- All Rental Fees Due 10 days prior to event

### **Proposed Facility Usage Agreement Changes for The Landing Private Events Only**

- Cancellation more than 120 days, Lessee Receives Full Refund
- Cancellation within 90-120 days Lessee Forfeits Deposit
- Cancellation less than 90 days Lessee Forfeits Deposit and is Responsible for All Rental Fees
- All Rental Fees Due 90 days prior to event

---

**FY 2012 Events that cancelled more than 120 days, we re-booked The Landing at 80%**