

Document Due Dates & Cancellation Policy

Use Agreements

The Signed Use Agreement is due 30 days after it is sent by Reservations staff.

Deposits

The initial deposit of 50% of the Guaranteed Minimum Fee (GMF) is due 60 days from when the Use Agreement is sent.

You may request an extension of the deposit due date in writing.

If the event is less than 60 days away, the full GMF is due 30 days or less before the event.

The 2nd deposit of 50% of the GMF is due 14 days before the event.

Cancellations

- If Licensee cancels 90 days or more from their event, UCCR will refund 100% of their deposit.
- If Licensee cancels 60 - 89 days from their event, UCCR will retain the non-refundable deposit (20% of the GMF) unless UCCR can rebook with another group of equivalent value, upon which the NRD will be refunded.
- If Licensee terminates this Agreement within 60 days of the event without using the Facility as agreed and if UCCR cannot re-license the Facility, then Licensee agrees to pay to UCCR the entire amount of the Deposit(s) paid as liquidated damages.

Rescheduling

If a group cancels current dates but reschedules *within the calendar year*, UCCR will retain their deposit and apply it to new dates.