



901 West 34<sup>th</sup> St.

713.868.BELL (2355)

# NOTICE OF CANCELLATION

SIGN AND FAX TO (713) 979-4797

Date: \_\_\_\_\_

**TO:**  
The Bell Tower on 34<sup>th</sup>  
901 West 34<sup>th</sup>  
Houston, TX 77018

**FROM:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby authorized to release and rebook the space of our previously scheduled event of:

The scheduled event date: \_\_\_\_\_

The scheduled event time: \_\_\_\_\_

I understand the cancellation policy, as per our signed agreements, and also understand that The Bell Tower on 34<sup>th</sup> is not obligated to refund any payments

Agreed to and unconditionally accepted on this \_\_\_\_\_ day of \_\_\_\_\_.

Client/Lessee:

The Bell Tower on 34<sup>th</sup>

Signed by: \_\_\_\_\_

Printed name: \_\_\_\_\_

Reason for Cancellation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE ONLY: All Bell Tower on 34<sup>th</sup> staff and/or rentals and additional vendors have been notified.

Event Producer \_\_\_\_\_ Date \_\_\_\_\_