



## Venue Rental Cancellation Request

Name \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

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

Dear Port Of Anacortes

We would like to cancel our reservation for the:

(Venue): \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date of Cancellation: \_\_\_\_\_

We understand that if this cancellation is taking place with less than six (6) months notice we will forfeit our security deposit.

Sincerely,

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

Printed Name: \_\_\_\_\_

Port Representative: \_\_\_\_\_