

Cappella Court Payment Authorization

Wedding day: _____ Bride's Name: _____

Method of Payment: Cash Check # _____ Visa MC Amex Discover

Credit Card Number: _____ Exp: _____ Vcode: _____

Credit Card Billing Address: _____

Card Holder Name Printed: _____ Signature: _____

Balance After Reservation Fee Payment: _____

I am making a payment in order to satisfy a contract or debt for the above named party. I have read and agree to the financial terms and conditions of their contract.

Client Printed Name: _____ Signature: _____ Date: _____

_____ Initials. I authorize additional payments or charges upon Cappella Court receiving my instruction by phone, fax or email. If not initialed, Cappella Court will require this form, updated below for any additional payments or charges.

Date _____	Amount _____	Initials _____	Date _____	Amount _____	Initials _____
Date _____	Amount _____	Initials _____	Date _____	Amount _____	Initials _____
Date _____	Amount _____	Initials _____	Date _____	Amount _____	Initials _____

TERMS & CONDITIONS

- _____ Dates & times are secured with a **non-refundable** reservation fee of 25%. **No refunds** will be given on any previously obtained reservation fees, for **any reason**, even if the event is canceled or rescheduled. This is due to bookings & our clients demand of advance booking time, specially ordered, reserved or constructed items, hours already spent & expenses incurred. Reserve the lowest package & number of guest expected **no reduction** of packages will be accepted.
- A late charge of \$25.00 will be applied when a payment is 5 days late & every 5 days after due to the excessive bookkeeping cost. The Parties agree this is not an interest charge. All fees, including late fees, additions & upgrades, must be paid in full by Tuesday, 2 weeks prior to the event, at the finalization appointment. If a regular payment is 14 days past due, or if the final balance is not paid at finalization, clients will be in default of the contract & events will be subject to cancellation & all reservation fees & payments will be forfeited.
- All fees paid within 13 days of the event must be paid by cash, credit card or certified funds, not personal checks.
- There is a \$25.00 service charge for bad checks for bank & collection fees & no additional checks will be accepted.
- _____ Cancellations will be made in writing only. Mailed via certified return receipt requested to: Cappella Court, 2701 Custer Parkway, Suite 901, Richardson, Tx 75080. CANCELLATIONS WILL NOT BE DISCUSSED VERBALLY. Cancellation and Rescheduling fees will be as follows:
12 or more months prior to the contracted date the cancellation fee will be 25% of the total contract amount (the reservation fee).
11 - 12 months prior to the contracted date the cancellation fee will be 50% of the total contract amount.
10 - 11 months prior to the contracted date the cancellation fee will be 75% of the total contract amount.
3 - 10 months prior to the contracted date the cancellation fee will be 90% of the total contract amount,
Less than 3 months prior to the contracted date the cancellation fee will be 100% of the total contract amount.

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