

## **ANCHORAGE CONVENTION CENTERS CANCELLATION – DEPOSIT REFUND POLICY**

If, after a Contract is entered into, a prospective user who has filed a Contract and submitted a deposit wishes to terminate their Agreement more than ninety (90) days in advance of the function date, a refund of the deposit shall be made less costs incurred by the Centers.

Written notification shall be sent to the Anchorage Convention Centers General Manager by Certified Mail, return receipt requested, at the following address:

Center Manager  
Anchorage Convention Centers  
600 W. 7th Avenue  
Anchorage, AK 99501

- A. If the notification of withdrawal occurs more than sixty (60) but less than ninety (90) days before the requested date, 60% of the deposit shall be refunded less costs incurred by the Centers.
- B. If the notification of withdrawal occurs less than sixty (60) days before the requested date, no refund will be made.
- C. Exception: At the time of cancellation, if the specific event is rebooked within one year, the deposit may be applied to the new event date.