

**Hotel/Motel Event Cancellation Form**

Contractor: \_\_\_\_\_ Event Date: \_\_\_\_\_

Hotel/Motel Event Agreement Contract Number: \_\_\_\_\_ dated \_\_\_\_\_

In accordance with the terms of the above-referenced Agreement with the University of Houston on behalf of its Graduate College of Social Work's Protective Services Training Institute, notice is hereby given to cancel the specific event dated above. Good faith efforts will be pursued to reschedule the Event at the same location on a future date to be determined.

**UNIVERSITY OF HOUSTON**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Dept. Address: \_\_\_\_\_

Attn: \_\_\_\_\_

**CONTRACTOR**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Business: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Note: Modification of this Form requires approval of OGC**

Standard Form Approved  
by the University of Houston System  
Office of the General Counsel  
Office of Contract Compliance