

AGREEMENT BETWEEN CLIENT AND EL ZOCALO EVENT CENTER CONCERNING PAYMENT OF FEES ONLINE

TERMS AND CONDITIONS

Please verify that you have entered the correct credit card account number. El Zócalo is not responsible for incorrect payments made online. Payments made online may not appear on your account online for several days, however, you will be given credit on the day that payment is made.

One half of the full rental amount is required with submission of the completed "Use Agreement." The balance of the rental fee is due no later than thirty (30) days prior to the scheduled event. You will not be billed for the rental fees; this is your responsibility. If the full payment is not received thirty (30) days prior to the scheduled event, the event will be removed from the schedule.

Refund Policy

The Rental Fee provides for a 10 day cancellation to receive a full refund. After 10 days, the Client can apply the funds to a future date (within a 6 month time period). The Deposit can be applied to facility costs of the event rental fee. A second cancellation is 100% NON-REFUNDABLE.

No event will be scheduled on the event calendar until the Client has paid half of the Rental Fee of the package selected **AND** paid the required \$500.00 damage deposit. If paying online, Clients will be sent a contract online that they must fill out and submit promptly.

Your Credit Card Account

You may use a valid credit card from any recognized financial institution in the USA. Provide your credit card account number, expiration date, and billing information, as requested on the form. Each time you initiate a transaction, you authorize us to draw a debit in your name on your credit card account. This amount will be payable to us in the amount of the transaction and be deemed as a payment to us. We will present this credit card transaction to your credit card company for immediate payment.

Your Bank Account

You may use a valid checking account from any recognized financial institution in the USA. First, check with your bank to make sure they accept electronic debits from the account you choose and to determine if your bank will charge you any fees for this service. Then, just give us your American Banking Association (ABA) number and your bank account number when you make your payment. The ABA routing number is usually the first 9 digits located on the bottom of your bank check. Be careful though: your check number could be the first few or the last few numbers, and you don't want to include it. Also, some financial institutions use unique ABA routing and account numbers for electronic payments. To ensure you have the correct ABA number and to avoid any delay, verify your ABA routing and account numbers with your financial institution before completing this process.

Each time you initiate a transaction, you authorize us to draw an automated clearing house (ACH) debit in your name on your bank account. This amount will be payable to us in the amount of the transaction and be deemed as a payment to us. We will present this ACH transaction to your bank for immediate payment.

Making a Payment

Once a payment is requested, it may take up to 5 business days to apply the payment to your account. Our business days are Monday through Friday, excluding Federal holidays. You will be given credit on the day that payment is made.

Security Information

Your information is transmitted securely using the industry standard encryption, 128 bit Secure Socket Layer (SSL).

NOTIFY US IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR PAYMENT

If you think your payment was not made correctly, or if you need more information about the payment you made over the internet, call, e-mail or write us at the address listed on our website. When you contact us, describe the error and explain, if you can, why you believe there is an error. Also provide the following information:

- Your payment confirmation number and/or
- Your account number
- The installment you paid
- The dollar amount of the suspected error

WE ARE NOT RESPONSIBLE FOR LATE PAYMENTS, OR PAYMENTS NOT RECEIVED, IF THE WEBSITE IS DOWN.

If you are experiencing technical difficulties with online payments after normal business hours, please contact 505-697-7644.