



# Archdiocese of Detroit

---

## Instructions for Return of Deposit

1. Your full deposit will be promptly returned upon the receipt of the agreement below.
2. In the event you have multiple deposits, please complete one form for each deposit.
3. In order to insure that we return the full deposit to the proper party, please insert the amount of your deposit and the appropriate organization name and mailing address. We will make the refund check payable to the specified organization and mail the check to the specified address.
4. Please sign and date the request form. Mail the signed agreement to:

The Retreat Center at St. John's  
 Fax: (734) 414-3779  
 Attention: Kari Kawakami  
 44011 Five Mile Road  
 Plymouth, MI 48170

.....

### CONTRACT TERMINATION AGREEMENT

The undersigned, having been informed that the Retreat Center at the Inn at St. John's is being closed for budgetary reasons, and in consideration of the return of its deposit, agrees that the contract for its event at the Retreat Center is cancelled. Neither party to the contract shall have any further liability to the other.

\_\_\_\_\_  
[Name of Organization]

\_\_\_\_\_  
[Mailing Address of Organization]

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2009

Its: \_\_\_\_\_