

STILLWELL HOUSE

HISTORICAL COURTYARD GARDEN, PREMIER EVENTS

Venue; 134 South 5th Avenue, Tucson AZ 85701
Mailing; P.O. Box 1203, Tucson, AZ 85702



Your Interim Payment Is Now Due

Please note your 2nd interim payment due date on page (1) of your contract.

1. INTERIM PAYMENT

All interim payments must be paid on or before due date list under interim on your contract, please contact Candace - see below.

2. PAYING YOUR INTERIM PAYMENT

To pay your interim we can receive it the following ways:

- a.) In person cash, check or money order payable to Stillwell House or payment with credit card. Please note all credit card transactions are subject to a 3% service fee. Please contact Candace via email candace@stillwellhouse.com to arrange in person payments.
- b.) Check or money order payable to Stillwell House

Our mailing address is:

Stillwell House
PO BOX 1203
Tucson, AZ 85702
- c.) Credit cards via our online payment platform, ZOHO. Please request a link from Candace and one will be sent over. Please note all credit cards are subject to a 3% processing fee.
- d.) Payment by Zelle please contact Candace Carrillo at **(520) 360-0646**.

INTERIM PAYMENTS:

Just a reminder, that halfway between the date of your event and the date of your booking, an additional 25% payment will be due. Please note amount and date on front of your contract. A interim payment reminder will be sent via email 30 days prior to due date and the payment process will be the same as above. All interim payments must be made within two weeks of due date or contract is subject to cancellation.

Additional payments on your contract can be made. Please contact Candace to arrange. Please note all booking deposits, interim payments, and additional payments are non refundable and non transferable.

TEL. +1 520 623 9123
E. EVENTS@STILLWELLHOUSE.COM

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