



## TERMS AND CONDITIONS FOR ONLINE PAYMENTS

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

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

**CREDIT CARD ACCOUNT PAYMENT(s)** - You may use a credit card from any recognized financial institution in the USA. Each time you initiate a transaction, you authorize El Zócalo Plaza and Event Center to draw a debit in your name from your credit card account. This amount will be payable to the Event Center in the amount of the transaction. El Zócalo Plaza and Event Center will present this credit card transaction to your credit card company for immediate payment.

**BANK ACCOUNT PAYMENT(s)** – Bank Account payments are accepted from any recognized financial institution in the USA. Your bank may charge a fee for this service. You'll be required to enter the institutions 9- digit routing number and your 12- digit banking account number. See sample check below.

YOUR NAME  
123 Main Street  
Anytown, OH 00000

123

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

1 2 3 4 5 6 7 8 9      0 0 0 1 2 3 4 5 6 7 8 9      1 2 3

**ROUTING NUMBER**      **ACCOUNT NUMBER**      **CHECK NUMBER**

Once payment is successfully processed, you will receive an email confirmation.



**QUESTIONS ABOUT YOUR PAYMENT** - If you believe that your payment was made in error please call or e-mail immediately.

Be ready to provide the following information:

- Your payment confirmation number
- Payment amount

**EL ZÓCALO PLAZA IS NOT RESPONSIBLE FOR LATE PAYMENTS, OR PAYMENTS NOT RECEIVED, IF THE WEBSITE IS DOWN.**

**REFUND POLICY** – The rental fee provides for a 10- day cancellation window to receive a full refund. After 10 days, the client can apply the funds to secure a future date (within a 6-month time frame). The deposit can be applied to facility costs of the event rental fee. A second cancellation is NON-REFUNDABLE.



El Zócalo Plaza Event Center  
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Office Hours Monday – Friday 8AM-5PM.