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## MEMORANDUM

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TO: City Council  
FROM: Technology Services Manager, Edward Yost  
SUBJECT: **Refund of Civic Center Rental Fees**  
DATE: August 20, 2024

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On July 2<sup>nd</sup> Steinbrecher Painting contacted City of Princeton staff regarding cancelling and refunding their Civic Center rental. The original reservation was made for August 4<sup>th</sup>, 2024 and was paid for by check for the total amount of \$260.00. Staff recommends that Council authorize a full refund to Steinbrecher Painting.