



# Town of Pittsford – King’s Bend Lodge Cancellation/Change Request Form

Recreation Department – 35 Lincoln Ave – Pittsford, 14534 – 248-6280

PLEASE PRINT CLEARLY

Make Check Payable To: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

### CANCELLATION/REFUND POLICY

Cancellation requests must be given 5 business days or more in advance of the reservation, a refund minus a \$20.00 cancellation fee will be mailed to the applicant within 30 days. If notification is less than five business days, there will be no refund of the reservation fee.

\_\_\_\_\_ Please initial to confirm that you have read and understand the above Policies.

1) Reservation Date: \_\_\_\_\_ North Lodge:  South Lodge:

Reason for Cancellation: \_\_\_\_\_

### CHANGE IN RESERVATION POLICY

Requests for a change to the reservation must be made 5 business days or more in advance of the reservation, and a \$5.00 processing fee will be charged. Weather or other conditions may require the town to cancel a reservation. At which time, applicant will be notified and the reservation fee will be refunded in full.

\_\_\_\_\_ Please initial to confirm that you have read and understand the above Policies.

2) Original Reservation Date: \_\_\_\_\_ North Lodge:  South Lodge:

Reservation Change Date: \_\_\_\_\_ North Lodge:  South Lodge:

### (OFFICE USE ONLY)

DATE RECEIVED: \_\_\_\_\_

1) Amount Paid: \_\_\_\_\_ Processing Fee: \_\_\_\_\_ Refund: \_\_\_\_\_

2) Amount Paid: \_\_\_\_\_ Processing Fee: \_\_\_\_\_ Refund: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Refund Total: \_\_\_\_\_

Recreation Director: \_\_\_\_\_ KBP Supervisor: \_\_\_\_\_