



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: _____