

RESERVATION CANCELLATION and CHANGE REQUEST FORM

Use this form to cancel or change campsite, cabin, yurt, or picnic shelter reservations that have been paid.
Do not use this form to add sites. Use only one form per permit

PERMIT#: _____

(5-digits)

DAYTIME PHONE: _____

NAME RESERVATION MADE UNDER: _____

Check this box if you wish to cancel your permit in its entirety

Use the blanks below to show the requested changes only.

CHANGE 1:

SITE#

Check-in Day

Check-out Day

or

CANCEL

CHANGE 2:

SITE#

Check-in Day

Check-out Day

or

CANCEL

CHANGE 3:

SITE#

Check-in Day

Check-out Day

or

CANCEL

CHANGE 4:

SITE#

Check-in Day

Check-out Day

or

CANCEL

Friday/Saturday night reservations cannot be separated. See reverse for cancellation policy and fees.

Mail Form to: **6705 Puget Park Dr, Snohomish WA 98296**; e-mail to: jwarner@snocoparks.org; or fax to **425-388-6645**

For office use only

Permit cancellation/changes processed

Date

Initials

NOTES:

CANCELLATION & CHANGE POLICY

All requests must be received IN WRITING. Reservation Fees and 6.5% on-line convenience fees are non-refundable.

CANCELLATION

14- Day Notification: Requests received at least 14 days prior to arrival date will receive a full refund less reservation fee and a \$10.00 cancellation fee (per site) which will be retained by Parks. No refunds for Picnic Shelter cancellations less than 14 days out.

13 days - 72 hours Notification: Requests received between 13 days and 72 hours prior to check-in will receive a refund minus reservation/convenience fee and ONE night's rental (per site or facility).

Less than 72 hour Notification: Requests received less than 72 hours from 2:00 pm check-in will receive a refund minus reservation/convenience fee and THREE night's rental (per site or facility).

CHANGES

CHANGE/RESCHEDULE requests must be received at least 14 days prior to arrival date. A reservation change fee of \$7.00 will be charged for each changed site. Changes requested less than 14 days prior to arrival date the standard cancellation policy applies.

PLEASE SUBMIT CANCELLATION/CHANGE REQUESTS BY ONE OF THE FOLLOWING:

Mail: 6705 Puget Park Dr, Snohomish WA 98296

E-mail jwarner@snocoparks.org

Fax: 425-388-6645