

## **PROCEDURE TO MODIFY OR CANCEL A BOOKING**

(effective 07/20/2018)

1. The person whose name is on the booking is the only person who may request that a booking be modified or cancelled.
2. Requests for modifications or cancellations must be sent via e-mail to:  
[camping@whitewatertownship.org](mailto:camping@whitewatertownship.org).
3. The following information **must be included** in the e-mail.
  - a. Subject line must say Modify Booking or Cancel Booking.
  - b. Reference number.
  - c. Name on booking.
  - d. Site number.
  - e. Description of the requested change to the booking.
  - f. Reason for requesting the modification or cancellation.
  - g. Valid phone number.

### **Refund Policy**

With at least 14 days' notice of change in arrival and/or departure date that results in an overpayment, a refund will be issued, with the exception of the \$8.00 reservation fee + the 1st night camping fee. If less than 14 days' notice, no refund will be issued.

Full camping fee only refunds will be given under certain limited circumstances. The \$8.00 reservation fee is nonrefundable. Full camping fee refunds must be approved by the Parks & Recreation Administrator.

No refunds will be given for early departure based on the weather or other discomforts of nature.

Revised 05/27/2020