



Town of Pittsford – Pavilion & Lodge Cancellation/Change Request Form

Recreation Department • 35 Lincoln Ave • Pittsford • 14534 • 585-248-6280

PLEASE PRINT CLEARLY

Make Check Payable To: _____ Phone #: _____

Mailing Address: _____

Town: _____ Zip Code: _____

Email Address: _____

PAVILION & LODGE CANCELLATION/REFUND REQUEST

Cancellation requests must be given 7 calendar days or more in advance of the reservation, a refund minus a cancellation fee will be mailed to the applicant within 30 days. Cancellation fees are \$5 for pavilion cancellations and \$20 for lodge cancellations. If notification is less than 7 calendar days, there will be no refund of the reservation fee.

Reservation Date _____

Great Embankment Park Pavilion Thornell Farm Park Pavilion Port of Pittsford Pavilion

King's Bend Park North Lodge King's Bend Park South Lodge

Reason for Cancellation: _____

CHANGE IN RESERVATION DATE REQUEST

Requests for a change to the reservation date must be given 7 calendar days or more in advance of the reservation.

Current Reservation Date _____

New Requested Reservation Date: _____

Great Embankment Park Pavilion Thornell Farm Park Pavilion Port of Pittsford Pavilion

King's Bend Park North Lodge King's Bend Park South Lodge

Reason for Change: _____

*****Weather or other conditions may require the Town to cancel the reservation. If cancellation is necessary, applicant will be notified and the reservation fee will be refunded in full.*****

Signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____

Amount Paid: _____ Processing Fee: _____ Refund: _____

Recreation Director: _____ Facility Supervisor: _____ Receipt #: _____