

EATON COUNTY PARKS AND RECREATION COMMISSION No 6065
 133 Fitzgerald Park Dr., Grand Ledge, MI 48837-9766
 (517) 627-7351

TENTATIVE SITE RESERVATION

Date of Reservation: _____ Park: _____
 Group/Organization: _____
 Contact Person: _____ Group Size: _____
 Phone Number: (W) _____ (H) _____

TO:

Dear Park Patron:

This is your **TENTATIVE SITE RESERVATION**. This reservation will be confirmed with you by mail upon receipt in full of the fees stated at the right. These fees must be received in our office by the due date, which is 14 days from the date your reservation was taken, or the above reservation will automatically be cancelled.

**MOTOR VEHICLE ENTRY FEES ARE NOT INCLUDED
 IN RESERVATION FEES.**

CANCELLATION POLICY

In the event you wish to cancel your reservation, notice of cancellation must be given no less than fourteen days prior to the event for a refund of half of the rental fees received. No refunds will be made for reservations cancelled less than fourteen days prior to the event date. No refunds are given if your site is not used due to inclement weather.

COMMENTS: _____

Picnic Sites:

Site #1 _____
 Site #2 _____
 Site #3 _____
 Site #4 _____
 Site #5 _____
 Site #6 _____

Ball Diamonds:

#1 _____ to _____
 #2 _____ to _____

Horseshoe Pits:

#1 _____ to _____
 #2 _____ to _____

Volleyball Court:

#1 _____ to _____

	FEES
SITE	_____
PREP	_____
FUN BAG	_____
PIG ROAST	_____
EXT HOURS	_____
LEASE	_____
OTHER	_____

TOTAL DUE \$ _____

Date Taken: _____

Taken By: _____

Date Due: _____

EATON COUNTY PARKS AND RECREATION COMMISSION

NE

6065

133 Fitzgerald Park Dr., Grand Ledge, MI 48837-9766

(517) 627-7351

CONFIRMATION OF SITE RESERVATION

Date of Reservation: _____ Park: _____

Group/Organization: _____

Contact Person: _____ Group Size: _____

Phone Number: (W) _____ (H) _____

TO:

Dear Park Patron:

This is your **CONFIRMATION OF SITE RESERVATION**. You must have this permit in your possession during the time of use for the above reservation and present it to any authorized Park representative upon request. Park rules are posted at the entrance to the park and shall be strictly adhered to.

THIS PERMIT DOES NOT INCLUDE VEHICLE PARKING FEES.

CANCELLATION POLICY

In the event you wish to cancel your reservation, notice of cancellation must be given no less than fourteen days prior to the event for a refund of half of the rental fees received. No refunds will be made for reservations cancelled less than fourteen days prior to the event date. No refunds are given if your site is not used due to inclement weather.

COMMENTS: _____

Payment Received: _____ Amount Received: _____ Check/MO#: _____ Received By: _____

Picnic Sites:

Site #1 _____

Site #2 _____

Site #3 _____

Site #4 _____

Site #5 _____

Site #6 _____

Ball Diamonds:

#1 _____ to _____

#2 _____ to _____

Horseshoe Pits:

#1 _____ to _____

#2 _____ to _____

Volleyball Court:

#1 _____ to _____

FEES

SITE _____

PREP _____

FUN BAG _____

PIG ROAST _____

EXT HOURS _____

LEASE _____

OTHER _____

TOTAL DUE \$ _____

Date Taken: _____

Taken By: _____

Date Due: _____

Conf. Sent: _____

EATON COUNTY PARKS AND RECREATION COMMISSION

6065

133 Fitzgerald Park Dr., Grand Ledge, MI 48837-9766
(517) 627-7351

MAIN FILE COPY

Date of Reservation: _____ Park: _____

Group/Organization: _____

Contact Person: _____ Group Size: _____

Phone Number: (W) _____ (H) _____

Picnic Sites:

Site #1 _____

Site #2 _____

Site #3 _____

Site #4 _____

Site #5 _____

Site #6 _____

Ball Diamonds:

#1 _____ to _____

#2 _____ to _____

Horseshoe Pits:

#1 _____ to _____

#2 _____ to _____

Volleyball Court:

#1 _____ to _____

FEES

SITE _____

PREP _____

FUN BAG _____

PIG ROAST _____

EXT HOURS _____

LEASE _____

OTHER _____

TOTAL DUE \$ _____

Date Taken: _____

Taken By: _____

Date Due: _____

Conf. Sent: _____

COMMENTS: _____

Payment Received: _____ Amount Received: _____ Check/MO#: _____ Received By: _____

EATON COUNTY PARKS AND RECREATION COMMISSION

6065

133 Fitzgerald Park Dr., Grand Ledge, MI 48837-9766
(517) 627-7351

POSTING COPY

Date of Reservation: _____ Park: _____

Group/Organization: _____

Contact Person: _____ Group Size: _____

Phone Number: (W) _____ (H) _____

Picnic Sites:

Site #1 _____

Site #2 _____

Site #3 _____

Site #4 _____

Site #5 _____

Site #6 _____

Ball Diamonds:

#1 _____ to _____

#2 _____ to _____

Horseshoe Pits:

#1 _____ to _____

#2 _____ to _____

Volleyball Court:

#1 _____ to _____

**SITE
RESERVED**

FEES

SITE _____

PREP _____

FUN BAG _____

PIG ROAST _____

EXT HOURS _____

LEASE _____

OTHER _____

TOTAL DUE \$ _____

COMMENTS: _____

Date Taken: _____

Taken By: _____

Date Due: _____

Conf. Sent: _____

Payment Received: _____ Amount Received: _____ Check/MO#: _____ Received By: _____