

# ALLEGAN COUNTY PARKS COMMISSION

3255 122<sup>nd</sup> Avenue, Suite 102, Allegan, MI 49010 • Phone: (269) 686-9088 • Fax: (269) 673-0454

## CAMPSITE RESERVATION FORM

Beginning the first business day of January, the Allegan County Parks Commission will begin accepting campsite reservations at Ely Lake, Pine Point, and Silver Creek Campgrounds for the current year. Reservations will be made on a first come, first served basis by visiting our Web site ([www.allegancounty.org/parks](http://www.allegancounty.org/parks)), calling (269) 686-9088, or by visiting the Parks and Tourism Office located in Suite 102 of the Human Services Building. All campsite reservations are governed by Allegan County Park Ordinance #1010 and our Campsite Reservation Policy. Copies of Ordinance #1010 are posted at each park. Copies of the ordinance are also available at the Parks Office or on the Parks Web site. The Campsite Reservation Policy is as follows:

- Reservations must be made and paid for AT LEAST five (5) days prior to camping date.
- All campsite reservations need to be paid for in advance to be considered finalized.
- A \$5 per reservation fee will be assessed for each new campsite reservation that is made. This fee will cover the additional operational costs associated with campsite reservations.
- Campsite reservations must be paid for within five (5) business days of the date the reservation is made. However, ALL camping reservations must be paid for NO LATER than five (5) days prior to camping date. For example, if a camping reservation is made five (5) days prior to camping date, the reservation MUST be paid for at the time the reservation is made. Reservations that are not paid for in the required time frame will be cancelled.
- All campsite reservations will be site specific. For maps of the campgrounds, visit our Web site at [www.allegancounty.org/parks](http://www.allegancounty.org/parks).
- CANCELLATION POLICY: Campsite reservations may be cancelled up to TEN DAYS prior to camping date. All camping fees, minus the \$5 reservation fee, will be refunded. Any cancellations less than ten (10) days prior to camping date are non-refundable.

**Please use one form per campsite:** type or print clearly and return with full payment to the Parks Office.

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
PO BOX OR STREET CITY STATE ZIP CODE

CAMPGROUND NAME: \_\_\_\_\_ SITE NUMBER: \_\_\_\_\_ # HORSES: \_\_\_\_\_

# IN GROUP: \_\_\_\_\_ ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

**\*NOTE: Group sites A, B, and C at Pine Point are \$3/person/night (min 8 – 50 max).**

**All other sites are \$12/night PLUS \$3/horse/night. \*HORSE TRAIL FEES WAIVED WITH 2010 SEASON PASS.**

CAMPING FEE = \$12.00 X # NIGHTS : \$ \_\_\_\_\_

HORSE TRAIL FEE = # HORSES X # NIGHTS X \$3.00 : \$ \_\_\_\_\_ SEASON PASS? Y / N

RESERVATION FEE: \$ 5.00

TOTAL PAYMENT: \$ \_\_\_\_\_

CASH       CHECK (# \_\_\_\_\_ )       PAID ON LINE WITH CREDIT CARD

I certify that I am an authorized representative of the agency/group making the application to use the facilities. I certify that I am at least 18 years of age and shall accept full responsibility for the orderly conduct of the persons at my campsite and for any damage to park property and assume all responsibilities for damage to persons who are part of the group and hold the County of Allegan harmless in the event any injury claim or judgment is filed against said county. I also certify that I am aware of the Park Rules Ordinance #1010 and have agreed to abide by them.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY: Approved By: \_\_\_\_\_ Date Paid: \_\_\_\_\_

TRANS #: OL \_\_\_\_\_