

Picnic and Pavilion Cancellation Policies

Adopted June 2008

Pavilions/Shelters

All Pavilions/shelter reservations must be paid in full during the time of reservation. Acceptable methods of payment are Cash, Credit Card, or personal check made out to Look Park. Pavilions/shelters will not be held for any period of time without payment in full. Pavilion/shelter reservations are rain or shine meaning they will not be cancelled or rescheduled due to inclement weather. All cancellations or rescheduling must be completed by the person who made the initial reservation. The following cancellation policy applies:

- If cancellation occurs 60 or more days prior to the date of reservation, 75% will be refunded to you and Look Park will retain a 25% rescheduling fee.
- If cancellation occurs 30 days or more but less than 60 days prior to the date of reservation, you will be refunded 50% and Look Park will retain a 50% rescheduling fee.
- If cancellation occurs fewer than 30 days prior to the date of reservation, Look Park will retain 100% of the reservation fee.
- In all cases, if Look Park is able to resell the pavilion/shelter for the original date of reservation, only the 25% rescheduling fee will be retained.
- All refunds for cash and check transactions will be made via check at the Park offices, any credit/debit card refunds will be issued from the Park office the following business day. **NO REFUNDS CAN BE GIVEN AT THE VISITOR CENTER.**

Picnic Sites/Areas

All Picnic reservations made must be paid in full during the time of reservation. Acceptable methods of payment are Cash, Credit Card, or personal check made out to Look Park. Picnic sites or areas will not be held for any period of time without payment in full. All cancellations or rescheduling must be completed by the person who made the initial reservation. There are no rain dates for picnic sites. The following cancellation policy applies:

- Look Park will retain a \$5 per table fee for all picnics cancelled prior to the start time of the reservation. If a picnic is rescheduled, see paragraph below. All cancellations must be called in before noon on the scheduled day to receive refund. If reservation is cancelled the day of the picnic, no refund will be given and reschedule paragraph below does not apply.
- If the picnic is rescheduled during the same time as the cancellation, there is no cancellation charge. This applies to one time only. If the site is the same value, there will be no charge for the rescheduling. Stipulations are as follows:
 - Rescheduled picnics must be the same price or increased price. A rescheduled site cannot be reduced in size for a refund.
 - Subject to availability, the same site might not be available on the rescheduled day, you will be told the alternatives for you to make a decision.
 - The rescheduled picnic must be for the same season (Memorial Day through Labor Day).
 - The Rescheduled picnic must be made at the same time as the cancellation, we cannot reschedule a site after cancellation has been made and refund the \$5 per table from the original reservation.
- Cancellations due to weather conditions must be made the day of your reservation in order to receive your refund. Please see additional Picnic Site Weather Policy
- If you do not show or do not cancel in person or by phone or reschedule your reservation, the Park will deem your reservation to be a “No Show” and no refund will be given.
- All refunds will be made via check at the park offices. **NO REFUNDS CAN BE GIVEN AT THE VISITOR CENTER.**