

# LINCOLN COUNTY CAMPGROUNDS & PARKS REFUND AUTHORIZATION FORM



Name of Campground or Park: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Campsite(s) Reserved: \_\_\_\_\_

\_\_\_\_\_

Name of Person requesting refund: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zipcode: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Alternate phone #: \_\_\_\_\_

Refund requested (i.e., entire amount or portion): \_\_\_\_\_ Date requested: \_\_\_\_\_

Reason for requesting refund: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If requestor is not present to sign, please indicate the date and time of the call.)

Name on Receipt: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date on Receipt: \_\_\_\_\_

Method of Original Payment: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Signature of Park Attendant: \_\_\_\_\_ Date: \_\_\_\_\_

(Submit Completed Form to Lincoln County Public Works-send with other receipts)

For Office Use - Public Works

Verified by: \_\_\_\_\_ Date received: \_\_\_\_\_

**Attach a copy of the yellow receipt copy verifying that  
original payment was received.**

Public Works Director approval: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director approval: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Issue date: \_\_\_\_\_

# Lincoln County Government Recreation, Campground & Facility

## Rental Cancellation Policy

A \$10.00 service fee will apply if you change or cancel your reservations (including Campsites, Group Facilities, etc.).

Reservations canceled within 14 days of your scheduled arrival/use date will be charged a \$10.00 service fee and forfeit the first night's use fee and/or deposit.

**No-shows, Early Departures, or Cancellations after the scheduled arrival date, are not entitled to a refund. Cancellations for single night's use will not be assessed a service fee.**

**Please Note!** Reserved campsites and overnight facilities will be held until check-out time on the day following your scheduled arrival. Group day use facilities will be held until check-in time on your scheduled arrived date.

The surcharge associated with bank card transactions is non-refundable.

Refunds for a quantifiable emergency (see below) must be requested no later than 14 days after your scheduled arrival date.

All cancellations or changes to reservations should be made by calling the Park Attendant or rental coordinator for the specific location (phone numbers are listed below). The Park Attendant or rental coordinator will note the date of the cancellation and instruct the customer of the process, if qualified, of requesting a refund.

All approved refunds will be issued a check and mailed to the address provided on the "Refund Request" form (instructions for obtaining the form are outlined below), provided that this information matches the original payment information. Refunds will be processed within 30 days of receipt of the "Refund Request" form—except in instances where the original funds have not had sufficient time to be funded by the customer's financial institution. **ABSOLUTELY NO CASH REFUNDS OR BANK CARD REFUNDS WILL BE ISSUED.**

The Refund Request form is available at: [www.lcgagov.org/reservations.html](http://www.lcgagov.org/reservations.html) or can be mailed to you by the Park Attendant or rental coordinator, if requested. Instructions for submitting the refund request are outlined on the form. Forms can be taken verbally over the phone at the park attendant's discretion.

Emergency closures: In the event of an emergency closure, the Park Attendant or Rental Coordinator will attempt to notify users and offer alternate dates and sites (as appropriate). If this is not possible, reservations will be cancelled and all fees paid will be refunded.

In the event of a quantifiable emergency (such as a death, called to active military duty, etc.) a request may be submitted with supporting documentation and the request will be reviewed and decided by the Lincoln County Government.

Changes to Policies and Procedures: Lincoln County Government reserves the right when necessary to modify reservation policies.

Broad River  
Campground  
706-359-2053

Cherokee Park (LC  
Public Works)  
706-359-5523

Clay Hill Campground  
706-359-7495

Hester's Ferry  
Campground  
706-359-2746