



Echo Lake Family Camp Registration Change Request

SECTION I: Change or Cancel entire registration

Please **Cancel** my existing tent-cabin registration. (Cancellation Fees May Apply)

Please **Extend, Reduce, or Change Dates** of my registration for **all** campers: (Change Fees May Apply)

Original Arrival Date & Meal: ___/___/___ B L D N

Original Departure Date & Meal: ___/___/___ B L D N

Change to:

New Arrival Date & Meal: ___/___/___ B L D N

New Departure Date & Meal: ___/___/___ B L D N

SECTION II: Changes to individual campers on registration

Please **Add, Remove, or Make Changes** to individual camper(s) on my registration:

I would like to make changes to the following campers on my registration (please print legibly):

Camper #1: _____ **DOB:** ___/___/___ **Resident / Non-Res**

Add: Remove: Make Changes:

Original Arrival Date & Meal: ___/___/___ B L D N

Original Departure Date & Meal: ___/___/___ B L D N

Change to:

New Arrival Date & Meal: ___/___/___ B L D N

New Departure Date & Meal: ___/___/___ B L D N

Camper #2: _____ **DOB:** ___/___/___ **Resident / Non-Res**

Add: Remove: Make Changes:

Original Arrival Date & Meal: ___/___/___ B L D N

Original Departure Date & Meal: ___/___/___ B L D N

Change to:

New Arrival Date & Meal: ___/___/___ B L D N

New Departure Date & Meal: ___/___/___ B L D N

Camper #3: _____ **DOB:** __/__/____ **Resident / Non-Res**

Add: Remove: Make Changes:

Original Arrival Date & Meal: ____/____/____ B L D N

Original Departure Date & Meal: ____/____/____ B L D N

Change to:

New Arrival Date & Meal: ____/____/____ B L D N

New Departure Date & Meal: ____/____/____ B L D N

Camper #4: _____ **DOB:** __/__/____ **Resident / Non-Res**

Add: Remove: Make Changes:

Original Arrival Date & Meal: ____/____/____ B L D N

Original Departure Date & Meal: ____/____/____ B L D N

Change to:

New Arrival Date & Meal: ____/____/____ B L D N

New Departure Date & Meal: ____/____/____ B L D N

I, _____, am requesting the above changes to my existing reservation at Berkeley Echo Lake Family Camp. I am aware that changes, cancellations, or refund requests may result in additional administrative fees. I have read the Echo Lake Camp Registration Policy.

Tent#: _____

Signature: _____ **Date:** _____

Echo Lake Family Camp Registration Policy:

All refund, change, and cancellation requests must be made in writing and sent to: City Of Berkeley Recreation Office, 2701 Telegraph Ave, Berkeley, CA 94705.

All requests for refund must be directed to the Recreation & Youth Services Manager. The original receipt must be submitted with a written request for refund. The request must state the reason for refund, date, time, and location of program.

Refund Policy: All refund requests are subject to a 25% administrative fee, not to exceed \$150.00. Requests made less than 30 days prior to scheduled arrival are not eligible for a refund.

Changing Reservations: Changes resulting in a reduction of the reservation are subject to a \$100 administrative service fee. No charges will be incurred for registration additions or extensions to your stay. Requests to reduce your stay or change your camp dates must be made at least 30 days prior to arrival date. Change requests made less than 30 days prior to arrival date are not eligible for a refund. Additions may be made less than 30 days in advance as space allows. Only the Head of Household may request a reservation change.

Cancellation policy: Cancellations are subject to a 25% administrative fee, not to exceed \$150.00. Cancellation requests made less than 30 days prior to scheduled arrival are not eligible for refund. Cancellation requests due to medical emergency or illness must be submitted in writing, accompanied by a doctor's note, and received no later than 30 days following the scheduled date of attendance.

Late Fee: Reservations with unpaid balances after May 1, 2016 are subject to a \$75.00 late fee. Reservation requests received after May 1, 2016 require payment in full.