

Portage County Parks Campsite Reservation Application

IMPORTANT: Incomplete applications will be returned!!

Mail To: Portage County Parks, 1903 Cnty Hwy Y, Stevens Point, WI 54482

(Please Print or Type)

Name of Applicant	
Street or Route	
City, State, Zip Code	
Camping Unit	
Vehicle Year & Make	License Number
Car #1 _____	_____
Car #2 _____	_____
Area Code _____ Telephone No. _____	
Where you can be reached from 8 to 4 weekdays. _____	
Not all campsites are reservable. Please refer to listing on reverse side before indicating preference.	
Master Card/Visa _____	Verification # _____
Credit Card # _____	Expiration date: _____
Camping Fee:	
Number of nights _____ x nightly fee \$ _____ = \$ _____	
(see back side for applicable rate)	
Electricity (if desired)	
Number of nights _____ x \$5.00 per night = \$ _____	
Must be included in the total and in the total remittance:	
RESERVATION FEE: NOT REFUNDABLE = \$ 8.00	
Attach check or money order in the total amount made payable to Portage County Parks	
TOTAL = \$ _____	

LEAVE SHADED AREA BLANK PORTAGE COUNTY PARKS USE ONLY
_____ Reservation confirmed. Site # _____ assigned _____ Reservation not confirmed for the following reason
_____ Copy to park manager
Name of Park where reservation is desired:
Please reserve one campsite for _____ nights I will arrive _____ and depart _____ <div style="display: flex; justify-content: space-around;"> Month/Date Month/Date </div>
Note: A site is reserved from 3pm the date of arrival to 3pm the date of departure.
Campground and campsite number desired if available: _____
If not available, will you accept another? Yes No
Note: Only one family to a site. A family is defined as mother, father and minor children.
Non-family camping party is limited to five (5) people in 1 camping unit.
How many people in your camping party? _____
Leave Blank, Portage County Parks Only

I make this reservation application subject to the conditions listed on the reverse side of this application which I have already read.

SIGNATURE OF APPLICANT: _____

DETACH HERE

Please detach here and retain below form for your own use.

CANCELLATION REQUEST FORM

Please use this form only in the event you wish to cancel your reservation. Complete this form, detach and forward direct to Portage County Parks (Note: Refunds are subject to the conditions stated on reverse side).

Please cancel my reservation for site# _____ at _____ park for the night of _____ month/date

SIGNED: _____ Street or Route _____
 City, State, Zip Code _____

RESERVATIONS ARE SUBJECT TO THE FOLLOWING CONDITIONS: (Please read carefully)

1. **Applications can be submitted up to 11 months in advance.**
2. Applications must be submitted directly to Portage County Parks, 1903 Cty Highway Y, Stevens Point, WI 54482-3598. Mailed applications **must arrive** at the Parks Office not less than 7 days prior to the date the site is to be occupied. Reservations are not valid until the copy has been confirmed by Portage County Parks and returned to the applicant.
3. Reservations can be made by mail, in person, or by telephone.
4. A separate application must be submitted for each site desired. Each application must be accompanied by full payment including the \$8.00 reservation fee.
5. The applicant must be an adult member of the camping party that will occupy the assigned site.
6. **SPECIAL NOTE:** If no cancellation is requested or there is not previous notification of late arrival, the reserved campsite will be made available for general use at 10:00am on the day following the date the site was to be initially occupied. The date of initial occupation shall be based on the beginning date as shown on the campsite reservation.
7. Applications will be accepted for a minimum of two consecutive days and a maximum of 14 days.
Exception: Applications will be accepted for a minimum of 3 consecutive days during the Memorial, 4th of July and Labor Day weekends.
8. **Portage County Parks reserves the right to make adjustments in the assignment of sites as necessary.**
9. Bring your reservation receipt with you to show upon request to the Park Manager.

REFUND CONDITIONS

1. All monies forwarded to the Portage County Parks Office except the reservation fee (\$8.00) will be refunded for cancellation requests in **writing** up to 7 days prior to the date the site was to be reserved. There is also a (\$8.00) cancellation fee.
2. All monies forwarded to Portage County Parks, except the reservation fee (\$8.00) and one nights camping will be refunded if the cancellation request is received at the Parks Office less than 5 days prior to the date the site was to be occupied.
3. No refunds will be made on cancellation requests received after the site was to be occupied.
4. No refunds will be made for any part of a 2-day reservation or a 3-day holiday weekend once the site has been occupied for a portion of that time.

NAME OF PARK	SITES AVAILABLE	TEL. NO.	2002/03 DAILY RATE
Lake Emily	2, 3, 5, 6, 7, 8, 9, 10, 11 13, 14-Handicap Only, 17,18,19 21, 22-Handicap Only, 23, 27, 28, 30, 32, 41, 46, 47	346-1433	\$15.00
Collins Park	2, 3, 4, 6, 8, 9, 10, 12, 16, 18, 20, 21, 27-Handicap Site	346-1433	\$ 15.00
DuBay Park	1-Handicap Site, 2, 3, 5, 6, 7, 11, 16, 17, 18, 19, 20, 23 , 27, 28, 29	346-1433	\$ 15.00
Jordan Park	2, 3, 4, 5, 10, 15, 16, 17, 19, 20, Group Site, Handicap Site	346-1433	\$ 15.00
