

**ADMINISTRATIVE POLICY #143
EAST JORDAN TOURIST PARK
RESERVATION POLICY**

General Reservations (short term stays 1 to 30 days)

Reservations requests for short-term stays (1 to 30 days) will be accepted in person, over the phone, online (www.eastjordantouristpark.com), postal mail or e-mail (touristpark@eastjordancity.org) up to 6 months in advance of check in date. All requests will be honored in the order they were received by postmark date and time/date of e-mail/request. A two-night minimum rental is required for all weekends from Memorial Day through Labor Day. A three-night minimum rental is required for all holiday weekends including Freedom Festival and Fall Festival. A reservation deposit of 50% of the total balance is required for all general reservations. If a reservation is made for 3 days or less, the full amount is due upon booking.

Cabin Reservations (2-night minimum, 3-day minimum for Holiday Weekends)

Cabin rentals are available with a two-night minimum stay. Holiday weekends are available with a required three-night minimum rental. All Cabin rentals require a deposit of 50% of the total rental cost which is due at booking, balance to be paid at arrival. Security/Damage Deposit will be made in the amount of \$100.00 on credit card only and will be refunded after checkout.

Extended Stay Reservations (guests staying 30 days or more)

New extended stay reservations for the next season will be accepted beginning September 15th of the current year. Campers with current year extended stay (over 30 days) sites will be able to renew their site assignments first. Then reservations for extended stays will be recorded as they are received on a first come-first served basis. Should any extended stay camper fail to renew their reservation for the following season by September 15th, they will lose their current site assignment and will be reassigned according to availability. Any Reservations 30 days or more require a reservation deposit of \$450.00

Cancellations

Cancellation requests must be made with or submitted to the Parks Director. The Parks Director reserves the right to not allow a refund, due to reasoning of the cancelation.

If a cancellation request is made 30 days prior to reservation a full refund of the reservation deposit may be granted.

If a cancellation request is made 15-29 days from reservation a 50% refund of the reservation deposit may be granted.

If a cancelation request is made within 14 days of the reservation a 0% refund of the reservation deposit may be granted.

Site Change Assignments

Management reserves the right to change any and all site assignments. Including not accepting your reservation

Mailing Address

City of East Jordan Tourist Park

PO Box 499

East Jordan, MI 49727

Tourist Park E-mail: touristpark@eastjordancity.org

Tourist Park Website: www.eastjordantouristpark.com