

ADMINISTRATIVE POLICY #143

EAST JORDAN TOURIST PARK

RESERVATION POLICY

General Reservations (short term stays 1 to 30 days)

Reservation requests for short-term stays (1 to 30 days) will be accepted online (www.eastjordancity.org/touristpark.html), 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. Reservations may be made in person or over the phone. For stays of 4 or more days, three nights camping fees are required for deposit. For stays 3 days or less, the full camping fee is due at reservation time.

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

Daily rentals are available with a two night minimum stay at \$75.00 per night. Holiday weekends available with a required three night minimum rental. Weekly rentals are available for \$450.00; Monthly rentals at \$1,500.00. All 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 at checkout. Any cancellations made beyond 30 days, the rental deposit will be refunded 100%. If cancellations are made within 15-30 days, the rental deposit will be refunded 50%. If cancellations are made within 0-14 days the rental deposit will not be refunded unless there is an emergency in which the rental deposit would then be refunded 50%.

Extended Stay Reservations (guests staying 30 days or more)

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.

Cancellations

Cancellation requests can be called in, mailed, or emailed to the Tourist Park and may need approval from the Parks Director. If a cancellation request is made from time of reservation to 10 days prior to check-in, full deposit is refundable. If a cancellation is requested between 3 and 10 days before check-in, there is a \$25.00 cancellation fee deducted from deposit. Any cancellation requested within 3 days of check-in, deposit is non-refundable.

Management Rights

Management reserves the right to change any and all site assignments and refuse rental to anyone.

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.eastjordancity.org/touristpark.html

Amended 07-17-12
12-17-13
7-5-14