

**VILLAGE OF PENN YAN PARKS**  
Pavilion Reservation Cancellation Form

**Pavilion Cancellation Request Policy:**

- Refund requests received **30 days or more** before a scheduled rental date will be eligible for a full refund to the rental applicant without approval needed by the Village Board.
- Refund requests received **less than 30 days** before a scheduled rental date must be re-rented to another applicant before a refund may be issued.

**Pavilion Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_

**This is to inform the Village Office that I am unable to keep by rental date as listed above. I am aware of the Pavilion Cancellation Request Policy as described above.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

***Office Use Only***

Date Cancellation Request Received: \_\_\_\_\_ In Person \_\_\_\_\_ By Phone \_\_\_\_\_

Cancellation Request Received By: \_\_\_\_\_

Village Board approval needed?: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Approval Received: \_\_\_\_\_