

Department of Recreation and Human Services

57 St. Paul Street

Rochester, New York 14604

www.cityofrochester.gov

# PERMIT MODIFICATION/CANCELLATION REQUEST

**\*PLEASE SEE APPLICABLE FEES**\*

For Internal Use Only:

FEE:

**PAID:**

**BALANCE:** ---­

**RECEIPT#:** ---­

**MUNIS#: BATCH#:**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERMIT#:** |  | | |
| **FACILITY/LOCATION:** |  | | |
| **DATE(S)** OF **EVENT:** |  | | |
| **I WOULD LIKE TO:** | **MODIFY** |  | **THIS PERMIT** |
| **CANCEL** |  |

Please indicate the reason for your modification/cancellation (optional):

# Permit Modification/Cancellation Policy

**\*PERMIT MODIFICATION** **(CHANGES):** Permittee will be required to fill out a "Permit Modification/Cancellation Request" Form at 57 St. Paul Street, at least ten (10) business days in advance of the event date for all changes. All modifications have a **$10 modification fee.**

**\*PERMIT CANCELLATION:** Permittee will be required to fill out a "Permit Modification/Cancellation Request" Form at 57 St. Paul St.at least thirty (30) business days in advance of the event date for all cancellations or application withdrawals. All cancellations have a

**$20 cancellation fee- in addition to the $20.00 non-refundable processing fee.**

* All cancellations submitted thirty (30) business days in advance will be refunded 100% (minus the application fee and cancellation fee) no exceptions.
* All cancellations submitted under the thirty (30) business days will be refunded 50%.
* All cancellations submitted under ten (10) business days in advance will **not** be refunded.

PLEASE DO NOT CALL THE FACILITY TO BE USED. Failure to provide proper notification will result in Permittee being required to pay all charges associated with permit. If you are eligible for refund, your refund will be processed on our end within 4- 6 weeks.

By agreeing below, I am indicating that the information that I provided on the permit application is accurate and true to the best of my ability and that I agree to all the terms and conditions as it relates to the Cancellation Policy described on the application as well as the reverse side of this form.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_