



BBQ Cancellation/ Change Policy

A written request is required for all cancellations and changes by sending an email to bbqreservations@mountainview.gov or by submitting this form to the Recreation Division in person, by email, or mail-in. Request can only be made by permittee. The status of your request will be sent to you via email.

For Cancellations:

- Cancellations require a 10 business-day notice and are subject to a \$22 processing fee.
• Alcohol permits are non-refundable.

For Changes:

- Any amendment/change to the original contract after payment is subject to an \$10 amendment fee.
• Alcohol permits can be added 3 business-days prior to an existing permit date for \$48.
• Change request are not guaranteed, and must be approved by Recreation Staff.

Renter's Contact Information

First Name _____ Last Name _____

Primary Phone (____) _____ Email Address _____

Current Reservation

Park: Cuesta Park Rengstorff Park Reservation date: _____ Permit # _____

Cancel/Change Request

- I am requesting to cancel my reservation. If requesting to cancel reservation, please skip to payment section.
 I am requesting to add an alcohol permit to my existing reservation.
 I am requesting to change my reservation. If requesting to change reservation, please fill out information below.

Table with 3 columns: Date & Time, Large Group Areas, Family Tables. Includes options for event date, time, and reservation type (Group Area Full Day, Family Table).

Payment – to be completed for \$22 cancellation fee/\$10 amendment fee or \$48 alcohol permit

Credit Card (Visa, Mastercard, Amex, Discover) Check (payable to "City of Mountain View") Cash (do not mail cash)
Credit Card # _____ Exp. Date ____/____ CVV # _____
Name as it appears on Credit Card _____ Cardholder Signature X _____

Approval

By my signature below, I authorize the City of Mountain View Recreation Division to process my BBQ Reservation cancellation/change request.

Signature of Renter X _____ Date _____