



Town of Ellington
 Parks & Recreation Department
 31 Arbor Way, P.O. Box 187
 Ellington, CT 06029
 860-870-3118



General Department Refund Policy:

Refunds are given only prior to the start of the program or if we cancel the program.

All requests for refunds must be submitted in writing to recreationstaff@ellington-ct.gov a minimum of 14 days prior to the start of the activity. All refunds are subject to a \$25 administrative fee.

All refund requests are considered on a case-by-case basis and subject to the discretion of the Parks and Recreation Department, and as such, full and/or pro-rated refunds are not guaranteed.

In the event the program is offered through a third-party vendor (i.e. Skyhawks, Art-Ventures, etc.) the policy listed on their website/contract will take precedence over ours.

Sandy Beach Season & Daily Passes

There are NO refunds for Crystal Lake Sandy Beach daily admission or season memberships. Once these are purchased they are nonrefundable.

REFUND REQUEST FORM

Parent/Guardian Name: _____ Address: _____

Email: _____ Phone: _____

Participant Name: _____

Program Name: _____ Program Start Date: _____

Reason for Refund Request: _____

Date of Request: _____

I understand that this request form will be reviewed by the Parks & Recreation Department, and that all refunds are issued at the discretion of the department staff. I also understand that my refund may be subject to an administrative fee as described above.

OFFICE USE ONLY

Date received: _____ Received by: _____

Approved: ___ Yes ___ NO Administrative fee: _____ Total due customer: _____

Staff Signature: _____