



GOVERNMENT OF BERMUDA
Ministry of Youth, Culture and Sport

Department of Youth, Sport & Recreation

CANCELLATION OF CAMP AND BOAT BOOKINGS

This correspondence is to inform all groups and organizations of the Ministry's policy regarding the cancellation of camp bookings.

1. All cancellations must be in writing and addressed to the attention of the Sr. Recreation Officer at ysrbooking@gov.bm
2. **ALL BOOKINGS CANCELLED WILL RESULT IN THE LOSS OF THE INITIAL 50% OF BOOKING FEE WHICH IS PAID IN ADVANCED WITH ALL APPLICATIONS.**
3. All bookings made by installments or in full, will require a cancellation date of two (2) weeks prior to the camping date. If not paid in full the 50% of booking fee paid will be forfeited.
4. The group may apply in writing to request that total funds be credited to a future camp date. The new date must be within the Government financial year **April 1st to March 31st.**
5. Should any group or organization require a second cancellation, **ALL** funds paid by the group will be lost and therefore unable to be applied to an alternate booking.
6. An Official Government receipt must be produced in order to receive a refund. The reimbursement will be given to the name which appears on the Official Government Receipt. **(Government vetting is required to receive a refund. Documents required for refund include; a copy of bank statement to verify bank account number and a government issued ID.**

RULES AND REGULATIONS

1. Camp bookings are received on a first come, first-serve basis at the beginning of each fiscal year, i.e. the first Monday in April.
2. **50% off booking fee** is required with this application in order to start the application approval process.
3. All bookings are to be made online (ysr-camping.checkfront.com/reserve) or the Department of Youth, Sport and Recreation office.
4. All fees, camping and boat trips must be paid in full two (2) weeks prior to departure.
5. The Department of Youth, Sport and Recreation, reserves the right to cancel any camp at any of the facilities.
6. In the event of a storm, hurricane or extremely bad weather conditions, the group leader will be notified that the camping trip will be cancelled.
7. Refund of approved applications will be given in the event of a storm, hurricane or extremely bad weather conditions.
8. No cancelled trips will be held over the following year except by the discretion of the Department, of Youth, Sport and Recreation.

Please address all queries to the Senior Recreation Officer
Craig Appin House, 8 Wesley Street, Hamilton HM 11
Contact: 295-0855 or ysrbooking@gov.bm