



City of Rochester

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

PERMIT#:			
FACILITY/LOCATION:			
DATE(S) OF EVENT:			
I WOULD LIKE TO:	MODIFY	<input type="checkbox"/>	THIS PERMIT
	CANCEL	<input type="checkbox"/>	

<u>For Internal Use Only:</u>	
FEE:	_____
PAID:	_____
BALANCE:	-----
RECEIPT#:	-----
MUNIS#:	_____
BATCH#:	_____

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 400 Dewey Ave 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 application 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: _____

Sworn before me:

This _____ day of _____ 20____

Date: _____

Notary Public/Commissioner of Deeds