

## Campsite Reservation Policy

- All reservations must be made on-line at least (7) days in advance. ([www.co.portage.wi.us/parks/](http://www.co.portage.wi.us/parks/)). Payment must be made in full at the time of reservation. All reservations are subject to a non-refundable reservation fee per site. For any questions please contact our main office at: 715-346-1433.
- A separate application must be submitted for each site desired. Each application must be accompanied by a full payment including the \$8.00 Reservation fee.
- A full Refund will be given if cancelled at least 7 days prior to your reservation, minus an \$8.00 Cancellation fee and an \$8.00 reservation fee for a total of \$16.00 withheld.
- A partial refund will be given if cancelled 3 days prior to your reservation, minus an \$8.00 Cancellation fee, an \$8.00 Reservation Fee and one night of camping for \$18.00, for a total of \$34.00 withheld.
- No refund will be given if cancelled less than 2 days in advance.
- The applicant must be an adult member of the camping party that will occupy the assigned site.
- Special note: if no cancellation is requested or there is no previous notification of late arrival, the reserved campsite will be made available for general use at 10:00 A.M. on the day following the date the site was to be initially occupied. The date of initial occupation shall be based on the beginning date as shown on the campsite reservation.
- Reservations will be accepted for a minimum of two consecutive days and a maximum of 14 days. There is a 3 night minimum stay requirement for holiday weekends Memorial Day, 4<sup>th</sup> of July, and Labor Day.
- Portage County Parks reserves the right to make adjustments in the assignment of sites as needed.

- Please bring your reservation receipt with you as reservation verification upon request of the Park Manager.
- If site is not reserved or marked as reserved you may self-Register for the site.
- You must pay the correct camping fee. Electricity is mandatory on all sites with power hook up.
- Only one camping unit per single campsite is permitted. Additional units must be approved by the campground manager at check in. Any additional unit will be charged a regular campsite fee and additional power that may apply.
- You must set up camping unit and register within 30 minutes. A camping unit is defined as a minimum of 15 square feet, single tent, pickup camper, van, converted bus, or recreational camping trailer.
- Dog/doll tents, hunting blinds and screen tents do not qualify as a camping unit.
- No camping party shall move from its assigned campsite to another campsite without prior approval.
- Once campsite is set up and registered it must be occupied within 48 hours.
- No campsite may be left unoccupied by a camping party for more than 24 hours.
- No person shall camp and no camping unit shall remain for a period greater than 14 days, in any four-week period from June 1<sup>st</sup> to Labor Day. The camping unit must be removed from the property for at least seven days before being eligible to return.
- No camping party shall start setting up or taking down its camping unit between the hours of 10:00 P.M. to 7:00 A.M.

- All campsite permits expire at 3:00 P.M. on the last day of the permit period. Camping extensions must be obtained prior to 10:00 A.M. on the expiration date of the permit.
- It is unlawful to park any motor vehicle outside the parking area designated at each campsite and not more than two motor vehicles are permitted at any campsites.
- Visiting hours are from 6:00 A.M. until 11:00 P.M.
- Quiet Hours are from 10:00 P.M. until 7:00 A.M.
- Do not place garbage or recyclables in the fire rings or grills, place in proper receptacles.
- Pets shall be kept on a leash not more than 8 feet long. Pets may not be in any building and must be under the owner's control at all times. Pets are restricted in certain areas; consult the park office for more information.
- Fires- it is unlawful to start, tend or maintain any fire except at designated fireplaces in any county park. Refuse burning is not permitted in any location.