

HOW TO REGISTER:

By Mail

1. Fill out registration form completely including program number & menu selection number.
2. Mail form to: Belvidere Recreation Center, Waukegan Park District, 2000 Belvidere St., Waukegan, IL 60085.
3. Payment options: Make check payable to: Waukegan Park District **or** Credit card payment – include card number on registration form, v-code, and signature.
4. You will receive a receipt in the mail confirming your registration from the Park District.
5. U.S. postmark mailed registration processed **upon receipt of Trip Hit**.
6. For more information call 847-360-4700.

In-person

1. In-person registration: Resident and Non-resident also begin **upon receipt of the Trip Hit Parade** at the Belvidere Recreation Center.

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REFUND POLICY: To prevent trips from canceling, we reserve the right to alter meals, times, date and transportation.

- Cancellations initiated by patrons prior to the registration deadline are entitled to a refund, less applicable service charges.
- Cancellations made after the registration deadline will not receive a full refund. Refund will have a \$10.00 administrative fee and any incurred expenses (theater tickets, pre-paid meals, etc.) that are not refundable to the Park District deducted. For cancellations made after the registration deadline, a spot will be opened in an attempt to fill your spot. If your spot is filled by another patron, then you will receive a refund, minus administrative fee.

WEATHER CANCELLATION: Trip cancellations are determined on day of trip **one hour** prior to departure time. Trip participants are contacted by phone when trip is cancelled due to weather conditions. Trips cancelled will be rescheduled to another date when possible. In the case we are unable to reschedule, you will receive a full refund. If you are unable to attend a rescheduled trip, you will receive a refund, less applicable service charges.

ACCESSIBILITY: Please be aware that long periods of walking or standing may be included in some trips. If you have any questions about accessibility, please inquire by calling the registration desk.

***Please remember there is no open food or drink container allowed in vans during trips, with exception of water bottles.** Also it is **MANDATORY** that participants wear seatbelts at **ALL TIMES** while van is in motion. Park District staff thanks you for your cooperation!