

# City of Menlo

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To Whom It May Concern:

All Menlo City Campsite occupants are required to pay the fees **in advance**. However, if you are staying for an extended period, we realize that you may not know the end date of your stay. We need all campers **paid in full for each month** at the beginning of the month of your stay and then prior to departure to avoid any issues.

The Menlo Maintenance Supervisor usually flushes and turns on the campground water April 1<sup>st</sup> and turns it off in November. However, he will keep the water on until there are no campers still using it in November. If you plan to arrive before April 1<sup>st</sup> and/or stay after November 30<sup>th</sup>, please come to the Clerk's office to make further arrangements.

**Camping Fees are \$25.00 per night, except site #5. Site #5 is \$18.00 per night and does not have sewer. If you do not remember the date of your arrival, please contact the City Clerk. Please fill out the following form and submit it with your payment in the drop box or the clerk's office. Thank you for your cooperation in this matter.**

Alicia Bentler  
Menlo City Clerk

**Campground Registration Form**

Site # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Camper: \_\_\_\_\_

Vehicle License Plate State and Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Number of Nights: \_\_\_\_\_

Amount Paid at \$25.00 Per Night: \_\_\_\_\_ Cash or Check (**circle one**)