

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 12 -13

DATE	FACILITY	TYPE OF EVENT	EVENT STATUS/ PAY OR FREE	FEES PAID (not including deposit)	ADMIN. CHARGES (15% Res/30% Non-Res)	TOTAL \$	NOTES
10/1/2015	Main House	Meeting	Pay Non Res	\$ 700.00	\$ 210.00	\$ 910.00	K. Garcia
10/1/2015	Carriage	Set Up	Pay Res	\$ 700.00	\$ 105.00	\$ 805.00	S.Alexander
10/2/2015	Carriage	Fundraiser	Pay Res	\$ 700.00	\$ 105.00	\$ 805.00	S.Alexander
10/2/2015	Carriage House	Fundraiser	Refund	\$ 500.00	\$ -	\$ 500.00	5 Hrs O/T s.Alexander
10/3/2015	Main House	Wedding	Pay Non Res	\$ 1,500.00	\$ 450.00	\$ 1,950.00	K. Lau
10/3/2015	Pavilion	Reunion	Pay Res	\$ 2,500.00	\$ 375.00	\$ 2,875.00	K. Peck
10/3/2015	Day Use	Picnic	Pay Non Res	\$ 200.00	\$ -	\$ 200.00	S. Weiser 50ppl
10/4/2015	Day Use	Picnic	Pay Res	\$ 75.00	\$ -	\$ 75.00	B. Avila 25ppl
10/4/2015	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	P. Deutsch 25ppl
10/5/2015	Main House	Round Table	No Fee	\$ -	\$ -	\$ -	B. Hale
10/5/2015	Main House	Foundation	No Fee	\$ -	\$ -	\$ -	M. Timpson
10/6/2015	Main House	PD Meeting	No Fee	\$ -	\$ -	\$ -	J. Frew
10/7/2015	Main House	Park & Rec	No Fee	\$ -	\$ -	\$ -	S. Tyler
10/8/2015	Main House	PD Meeting	No Fee	\$ -	\$ -	\$ -	J. Frew
10/10/2015	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	L. Sultaubel 25ppl
10/10/2015	Carriage	Wedding	Pay Non Res	\$ 700.00	\$ 210.00	\$ 910.00	R. Fry
10/11/2015	Carriage	Fundraiser	Pay Res	\$ 400.00	\$ 60.00	\$ 460.00	J. MacDonell
10/11/2015	Day Use	Picnic	Pay Res	\$ 75.00	\$ -	\$ 75.00	M. Burke 20ppl
10/14/2015	Main House	Meeting	Pay Non Res	\$ 700.00	\$ 210.00	\$ 910.00	Penn. Conflict
10/14/2015	Pavilion	Meeting	Pay Non Res	\$ 900.00	\$ 270.00	\$ 1,170.00	Lucile Packard
10/14/2014	Pavilion	Meeting	Refund	\$ 300.00	\$ -	\$ 300.00	3 Hrs O/T Lucile Pack
10/16/2015	Pavilion	Memorial	Pay Res	\$ 1,200.00	\$ 180.00	\$ 1,380.00	D. Stivers
10/17/2015	Day Use	Picnic	Pay Non Res	\$ 200.00	\$ -	\$ 200.00	G. Kovalskys 50 ppl
10/17/2015	Day Use	Picnic	Pay Res	\$ 75.00	\$ -	\$ 75.00	S. Salhi 25 ppl
10/18/2015	Day Use	Picnic	Pay Res	\$ 75.00	\$ -	\$ 75.00	M. Kwatinez 25ppl
10/18/2015	Day Use	Picnic	Pay Non Res	\$ 200.00	\$ -	\$ 200.00	M. Badawi 45 ppl
10/19/2015	Main House	Meeting	Pay Non Res	\$ 700.00	\$ 210.00	\$ 910.00	SGL Inc.
10/25/2015	Day Use	Picnic	Pay Non Res	\$ 100.00	\$ -	\$ 100.00	M. Passador 25ppl
10/30/2015	Pavilion	Meeting	Pay Non Res	\$ 900.00	\$ 270.00	\$ 1,170.00	Parties that Cook

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 12 -13

10/31/2015

Day Use

Picnic

Pay Non Res

\$ 200.00

\$

- \$ 200.00

S. Van Everen 40ppl

TOTALS \$13,800.00 \$2,655.00 \$ 16,455.00

Month	Revenue - not including	Total Admin. Revenue	% Catering By Dana	Net To Town
Jul-15	\$ 16,264.00	\$ 3,930.00	\$ 8,132.00	\$ 12,062.00
Aug-15	\$ 23,650.00	\$ 6,720.00	\$ 11,825.00	\$ 18,545.00
Sep-15	\$ 14,750.00	\$ 3,765.00	\$ 7,375.00	\$ 11,140.00
Oct-15	\$ 13,800.00	\$ 2,655.00	\$ 6,900.00	\$ 9,555.00
Total FY 2015-16	68,464.00	17,070.00	\$34,232.00	51,302.00

OCT 2015

NOVEMBER 2015 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MIS INFO.
November 2, 2015 6:30 pm – 8:00 pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Foundation Meeting Marylue Timpson**	Set up/take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No Fee
November 2-3, 2015 6:30 am – 5:00 pm	Police Training 45	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer X503**	Set up/take down No staff present	Classroom seating for 45 With tables/chairs	None	None	No Fee
November 4, 2015 6:30 pm-8:00 pm	Park & Rec Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Park & Rec Steve Tyler X541**	Set up/ take down No staff present	U Shape seating for 12, Audience-12	None	None	No Fee
November 6, 2015 8am-4pm	Meeting/Retreat 50	NO SPECIAL REQUIREMENTS	Main House Pavilion	A. Young 650-736-1675	Set up/take down Staff Present	7-round tables of 8	Rebecca Jean	None	\$2080.00
November 7, 2015 11am-8pm	Reception >100	NO SPECIAL REQUIREMENTS	Main House	M. Hathi 650-224-4617	Vendors to set up /take down. Staff present	TBD	TBD	Back-ground	\$1950.00
November 8, 2015 3pm-7pm	Religious Assembly 40	NO SPECIAL REQUIREMENTS	Main House	M. Kaewert 650-400-4505	Set up/take down Staff present	5 round tables of 8	On Own	None	\$1725.00
November 17, 2015 5pm-8pm	Bike Meeting ?	NO SPECIAL REQUIREMENTS	Pavilion	T. DellaSanta X 529	Set up/ take down No staff present	Theater style w/podium & Mic	None	None	No Fee
November 19, 2015 7:00 am – 11:00 am	Community Trust meeting 35	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer X503**	Set up/take down No staff present	U shape seating for 35	None	None	No Fee

** member to open and close facility.

NOVEMBER 2015 HP PARK EVENTS/BOOKINGS

<u>CLASS</u>	<u>FACILITY/DAYS USED</u>
DISCUSSION MEETINGS	CARRIAGE HOUSE/ - SUNDAYS 0900-1000
AYSO	M- F - 4:00 to Dusk Fields C & D at all times; A & B when Lacrosse not using.
BARI HALPERIN – DOG TRNG	None
BAY AREA COUNTRY DANCE	November 10 –CH - 8 – 10 pm
ENCORE LACROSSE	None
FREDDIE JACKSON – DOG TRNG	November 3,5,10,12,17,19 & 24 2 – 4 pm NM
FOLK DANCE	November 4, 11, 18 CH 8 – 10 pm
MENLO-ATHERTON YOUTH LACROSSE	November 1, 7, 8, 14, 15,21 10:00 AM – 5:00 PM
TENNIS	TENNIS COURTS – DATES/TIMES VARY

** member to open and close facility.

Town of Atherton - Park Expenditure and Revenue Summary
Park Maintenance (Dept #57) - Park Programs (Dept #58) - Tennis Fund (Fund 105)

Report as of YTD - Sept 2015

Expenditures

Tennis - Fund 105

Description	Budget	Revised Budget	Actual	Recomm Budget	Actual	% of Budget
	2014-2015	2014-2015	2014-15	2015-2016	2015-16	25.00%
Salaries & Benefits	0	0		0		
Professional Services	5,700	5,700	5,848	6,000	706	12%
Operation and Maintenance	5,000	5,000	2,010	28,500	23,500	470%
TOTAL TENNIS PROGRAM EXPENDITURES	10,700	10,700	7,858	34,500	24,206	226%

Park Maintenance - Dept 57

Description	Budget	Revised Budget	Actual	Recomm Budget	Actual	% of Budget
	2014-2015	2014-2015	2014-15	2015-2016	2015-16	25.00%
Salaries & Benefits	41,510	41,510	41,360	45,751	15,222	33%
Professional Services	225,491	225,491	184,045	218,726	14,330	7%
Operation and Maintenance	79,150	79,150	60,036	80,350	9,374	12%
Capital Outlay	25,000	100,000	24,949	90,000	15,098	17%
TOTAL PARK MAINTENANCE EXPENDITURES	371,151	446,151	310,389	434,827	54,024	12%

Park Programs - Dept 58

Description	Budget	Revised Budget	Actual	Recomm Budget	Actual	% of Budget
	2014-2015	2014-2015	2014-15	2015-2016	2015-16	25.00%
Salaries & Benefits	41,699	41,699	41,547	48,954	18,153	37%
Professional Services	79,000	79,000	65,173	65,000	20,427	31%
Operation and Maintenance	21,631	21,631	20,247	23,296	3,912	17%
Capital Outlay	0					
TOTAL PARK PROGRAMS EXPENDITURES	142,330	142,330	126,967	137,250	42,492	31%
TOTAL PARK MAINTENANCE & PROGRAM EXPENSES	524,181	599,181	445,213	606,577	120,722	23%

Revenues

Program Revenue Description	Budget	Revised Budget	Actual	Recomm Budget	Actual	% of Budget
	2014-2015	2014-2015	2014-15	2015-2016	2015-16	25.00%
Social Fees	41,000	41,000	57,284	47,000	21,760	46%
Weddings	25,000	36,650	26,100	30,000	5,900	20%
Meeting Fees	25,000	25,000	34,050	23,000	19,550	85%
Class Fees	15,131	20,555	17,148	20,966	20,620	98%
Misc. Use Fee						
Park Day Use Fee	3,500	12,875	13,175	13,133	4,125	31%
Park Admin Fee 30%-Non-Resident			28,935	17,000	12,015	71%
Park Admin Fee 15%-Resident			1,305	1,200	885	74%
PARK PROGRAM REVENUE	109,631	136,080	177,997	152,299	84,855	56%
PROPERTY RENTAL REVENUE (PLAYSCHOOL)	79,810	79,810	78,118	78,118	19,529	25%
Tennis Fund Revenue	8,250	8,250	67,038	46,500	7,742	17%
Interest			139	200	0	
Transfers from General Fund						
TENNIS FUND REVENUE	8,250	8,250	67,177	46,700	7,742	17%
TOTAL PARK PROGRAM & TENNIS REVENUE	197,691	224,140	323,291	277,117	112,126	40%
Excess /(Deficiency)	(326,490)	(375,041)	(121,922)	(329,460)	(8,595)	
COST RECOVERY	37.71%	37.41%	72.61%	45.69%	92.88%	