

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 18-19

DATE	FACILITY	TYPE OF EVENT	EVENT STATUS/ PAY OR FREE	FEES PAID (not including deposit)	ADMIN. CHARGES (15% Res/30% Non-Res)	TOTAL \$	NOTES
11/2/2018	Pavilion	Meeting	Paid by Resident	\$900.00	\$135.00	\$1,035.00	Marylue Timpson, Committee members
11/3/2018	Pavilion	Social Event	Cancellation Fee	\$1,050.00	\$225.00	\$1,275.00	S. Ashwarya
11/3/2018	Day Use	Picnic	Paid by non Resident	\$100.00	\$0.00	\$100.00	C.Tunday 25ppl
11/3/2018	Day Use	Photography	Paid by non Resident	\$100.00	\$0.00	\$100.00	R.Guinto 25 ppl
11/3/2018	Day Use	Picnic	Paid by non Resident	\$100.00	\$0.00	\$100.00	E.Carrillo 25 ppl
11/10/2018	Day Use	Picnic	Paid by non Resident	\$200.00	\$0.00	\$200.00	A.Arias 50 ppl
11/16/2018	Carriage House	Yoga Class	Paid by non Resident	\$400.00	\$120.00	\$520.00	T.Gulbransen
11/16/2018	Pavilion	Wedding	Paid by non Resident	\$1,200.00	\$360.00	\$1,560.00	L.Bautista
11/16/2018	Pavilion	Wedding	1 HR/OT Fee & Set Up Fee-Deducted from Refund	\$300.00	\$0.00	\$300.00	L.Bautista
11/16/2018	Pavilion	Wedding	Carpet Stain Removal Cost	\$0.00	\$50.00	\$50.00	L.Bautista
11/17/2018	Day Use	Picnic	Paid by non Resident	\$100.00	\$0.00	\$100.00	E.Balay
11/24/2018	Day Use	Photography	Paid by non Resident	\$100.00	\$0.00	\$100.00	R.Guinto 25 ppl
11/25/2018	Day Use	Photography	Paid by non Resident	\$100.00	\$0.00	\$100.00	G.Sexton 20 ppl
11/29/2018	Pavilion	Social Gathering	Paid by Resident	\$700.00	\$105.00	\$805.00	Wellspring
11/29/2018	Pavilion	Social Gathering	1 HR/OT Fee-Deducted from Refund	\$100.00	\$0.00	\$100.00	Wellspring
11/29/2018	Main House	Social Gathering	Paid by Resident	\$400.00	\$60.00	\$460.00	Wellspring
11/29/2018	Main House	Social Gathering	1 HR/OT Fee-Deducted from Refund	\$100.00	\$0.00	\$100.00	Wellspring

TOTALS	\$5,950.00	\$1,055.00	\$7,005.00
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REVISED by Finance 12/3/2018

Month	Revenue from Facility Use Fee, Day Use Permit & Addt Charges	Revenue from Admin Fee	Payment to Catering By Dana (50% of first \$100K in Revenue & 40% of any other Revenue thereafter Does Not Include Admin Fee)	Net to Town(50% of Revenue + Admin Fee)
Jul-18	\$16,839.00	\$3,795.00	\$8,419.50	\$12,214.50
Aug-18	\$22,950.00	\$5,805.00	\$11,475.00	\$17,280.00

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Sep-18	\$22,462.50	\$5,347.50	\$11,231.25	\$16,578.75
Oct-18	\$14,775.00	\$3,285.00	\$7,387.50	\$10,672.50
Nov-18	\$5,950.00	\$1,055.00	\$2,975.00	\$4,030.00
Dec-18				
Jan-19				
Feb-19				
Mar-19				
Apr-19				
May-19				
Jun-19				
Total FY 18-19	\$82,976.50	\$19,287.50	\$41,488.25	\$60,775.75

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12/1/2018	Pavilion	Tea Set Up	No Fee	\$0.00	\$0.00	\$0.00	FHPP
12/2/2018	Pavilion	Holiday Tea	No Fee	\$0.00	\$0.00	\$0.00	FHPP
12/3/2018	Main House	Foundation Mtg	No Fee	\$0.00	\$0.00	\$0.00	M. Timpson
12/3/2018	Main House	Round Table Mtg	No Fee	\$0.00	\$0.00	\$0.00	M. Greenley
12/4/2018	Pavilion	POA Mtg	No Fee	\$0.00	\$0.00	\$0.00	H. Smiler
12/6/2018	Pavilion	Town Holiday Party	No Fee	\$0.00	\$0.00	\$0.00	T. DellaSanta
12/6/2018	Main House	Council Mtg	No Fee	\$0.00	\$0.00	\$0.00	T. DellaSanta
12/7/2018	Pavilion	Party	Pay Non Res	\$1,200.00	\$360.00	\$1,560.00	Boardwalk
12/8/2018	Carriage House	Party	Pay Non Res	\$800.00	\$240.00	\$1,040.00	C. Keitner
12/9/2018	Main House	Art Show	No Fee	\$0.00	\$0.00	\$0.00	D. Hunter
12/12/2018	Carriage House	Luncheon	Pay Non Res	\$400.00	\$120.00	\$520.00	Kaiser
12/12/2018	Carriage House	Luncheon	Refund	\$100.00	\$0.00	\$100.00	Kaiser
12/12/2018	Main House	Meeting	No Fee	\$0.00	\$0.00	\$0.00	J. Frew
12/13/2018	Main House	Meeting	No Fee	\$0.00	\$0.00	\$0.00	J. Frew
12/13/2018	Pavilion	Lunch/Dinner	Pay Res	\$900.00	\$135.00	\$1,035.00	Abbott Vascular
12/13/2018	Pavilion	Lunch/Dinner	Refund	\$550.00	\$0.00	\$550.00	5.5 HR/OT Abbott
12/14/2018	Pavilion	Dinner	Pay Res	\$1,200.00	\$180.00	\$1,380.00	Abbott Vascular

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 18-19

TOTALS	\$ 5,150.00	\$ 1,035.00	\$ 6,185.00
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Summary by Month FY 2018-19

Month	Revenue from Facility Use Fee, Day Use Permit & Addt Charges	Revenue from Admin Fee	Payment to Catering By Dana (50% of first \$100K in Revenue & 40% of any other Revenue thereafter Does Not Include Admin Fee)	Net to Town(50% of Revenue + Admin Fee)
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Dec-18				
Jan-19				
Feb-19				
Mar-19				
Apr-19				
May-19				
Jun-19				
Total FY 18-19				

JANUARY 2019 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	FEEES
January 7, 2018	Foundation Meeting 20	NO SPECIAL REQUIREMENTS	Main House	M. Timpson	Set up/take down No staff present	U Shape for 8 and audience	None	None	None
January 9, 2019	Council Meeting 30+	NO SPECIAL REQUIREMENTS	Pavilion	T. DellaSanta X529	Set up/take down No staff present	Square with 16 chairs, Podium, mic, audience for 20	None	None	None
January 9, 2019	Park & Rec Meeting 20	NO SPECIAL REQUIREMENTS	Main House	S. Bentz X526	Set up/take down No staff present	U Shape for 8 and audience	None	None	None
January 12, 2019	Memorial 50	NO SPECIAL REQUIREMENTS	Carriage House	A.Terhar 650-906-3321	Set up/take down Staff present	Theater for 50	None	None	\$520.00
January 13, 2019	Memorial for Kathy Hughes Anderson	?	Pavilion	T. DellaSanta X529	Set up/take down No staff present	?	?	?	None
January 17, 2019	Meeting 30	NO SPECIAL REQUIREMENTS	Main House	K. Garcia 650-200-2434	Set up/Take Down Staff Present	4 round tables with 30 chairs	Bianchini's Biryani Bowl	None	\$910.00
January 22, 2019	Council Meeting 30+	NO SPECIAL REQUIREMENTS	Pavilion	F. Reyes X 500	Set up/take down No staff present	Square with 16 chairs, Podium, mic, audience for 20	None	None	None
January 30, 2019	Social Gathering 30-50	NO SPECIAL REQUIREMENTS	Pavilion	Sequoia Hospital M. Timpson 650-330-0333	Set up/Take Down Staff Present	4- six foot tables, 3 kiosk tables, & client rentals	TBD	None	\$1380.00

** Staff member to open and close facility.

JANUARY 2019 HP PARK EVENTS/BOOKINGS

<u>CLASS</u>	<u>FACILITY/DAYS USED</u>
A.A MEETINGS	Every Sunday January 6, 13, 20 & 27 CH 8 – 10 am
AYSO	Monday-Friday To be determined
BAY AREA COUNTRY DANCE	(2 nd Tuesday of Each Month) January 8 CH 8 – 10 pm
FOLK DANCE	Wednesdays January 2, 9, 16, 23 & 30 CH 8 – 10 pm
FREDDIE JACKSON – DOG TRNG	Tuesdays & Thursdays January To be determined North Meadow(or Carriage House) 2 – 4 pm
BARI HALPERIN-DOG DAYS	Mondays January 14,21 & 28 North Meadow(or Carriage House) 5:30pm – 8:30 pm
MENLO-ATHERTON LITTLE LEAGUE	To be determined
MENLO-ATHERTON YOUTH LACROSSE	To be determined
TENNIS	TENNIS COURTS – DATES/TIMES VARY

** Staff member to open and close facility.