

HOLBROOK PALMER PARK – MONTHLY EVENTS – FY 18-19

DATE	FACILITY	TYPE OF EVENT	EVENT STATUS/ PAY OR FREE	FEE PAID (not including deposit)	ADMIN. CHARGES (15% Res/30% Non- Res)	TOTAL \$	NOTES
6/1/2019	Pavilion	Luncheon	Paid by non resident	\$1,500.00	\$450.00	\$1,950.00	Upward Scholars
6/1/2019	Pavilion	Luncheon	Set Up Fee deducted from Refund	\$200.00	\$0.00	\$200.00	Upward Scholars
6/1/2019	Pavilion	Luncheon	OT Fee deducted from Refund	\$350.00	\$0.00	\$350.00	Upward Scholars
6/1/2019	Pavilion	Social Event	Paid by non resident	\$4,000.00	\$1,200.00	\$5,200.00	L.Murawczyk
6/2/2019	Day Use	Picnic	Paid by resident	\$150.00	\$0.00	\$150.00	I.Weaver - 50 people
6/2/2019	Day Use	Picnic	Paid by non resident	\$200.00	\$0.00	\$200.00	S. Guha - 50 people
6/3/2019	Main House	Foundation Meeting	No Fees Due	\$0.00	\$0.00	\$0.00	Marylue Timpson, Committee members
6/4/2019	Main House	Rail Committee Meeting	No Fees Due	\$0.00	\$0.00	\$0.00	Robert Ovadia, PW Director
6/4/2019	Day Use	Picnic	Paid by non resident	\$200.00	\$0.00	\$200.00	Peninsula School - 50 people
6/5/2019	Main House	Park & Rec Meeting	No Fees Due	\$0.00	\$0.00	\$0.00	Sally Bentz, Park Manager
6/5/2019	Pavilion	City Council Meeting	No Fees Due	\$0.00	\$0.00	\$0.00	Anthony Suber, Deputy City manager/City Clerk
6/7/2019	Park	Movie in the Park	No Fees Due	\$0.00	\$0.00	\$0.00	Francesca Reyes, Office Specialist
6/8/2019	Pavilion	ADAPT Meeting	No Fees Due	\$0.00	\$0.00	\$0.00	Norma Fogelberg, ADAPT Coordinator
6/8/2019	Pavilion	Wedding	Paid by non resident	\$2,500.00	\$750.00	\$3,250.00	M.Mori
6/8/2019	Pavilion	Wedding	OT Fee deducted from Refund	\$100.00	\$0.00	\$100.00	M.Mori
6/8/2019	Day Use	Picnic	Paid by non resident	\$200.00	\$0.00	\$200.00	B. Woody - 50 people
6/9/2019	Day Use	Picnic	Paid by non resident	\$200.00	\$0.00	\$200.00	C. Courtney 50 people
6/9/2019	Carriage House	Picnic	Paid by non resident	\$400.00	\$120.00	\$520.00	J. Kunihiro
6/12/2019	Carriage House	Picnic	Paid by non resident	\$1,100.00	\$330.00	\$1,430.00	Argamark, LLC

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6/13/2019	Carriage House	Picnic	Special Fee	\$500.00	\$0.00	\$500.00	Encinal School
6/13/2019	Park	Music in Park	No Fees Due	\$0.00	\$0.00	\$0.00	Francesca Reyes, Office Specialist
6/14/2019	Day Use	Picnic	Paid by non resident	\$100.00	\$0.00	\$100.00	D. Smith 25 people
6/15/2019	Carriage House	Brunch	Paid by non resident	\$800.00	\$240.00	\$1,040.00	J Olivero
6/15/2019	Pavilion	Wedding	Paid by non resident	\$2,500.00	\$750.00	\$3,250.00	E. Lash
6/15/2019	Main House	Wedding	Paid by non resident	\$1,000.00	\$300.00	\$1,300.00	E. Lash
6/15/2019	Pavilion	Wedding	OT Fee deducted from Refund	\$200.00	\$0.00	\$200.00	E. Lash
6/16/2019	Day Use	Picnic	Paid by non resident	\$100.00	\$0.00	\$100.00	J. Kremer, 25 ppl
6/19/2019	Pavilion	City Council Meeting	No Fees Due	\$0.00	\$0.00	\$0.00	Anthony Suber, Deputy City mananger/City Clerk
6/21/2019	Carriage House	Picnic	Paid by non resident	\$400.00	\$120.00	\$520.00	Lark Partners
6/22/2019	Carriage House	Picnic	Paid by non resident	\$800.00	\$240.00	\$1,040.00	A.Malik, 50 people
6/22/2019	Pavilion	Bar Mitzvah	Paid by non resident	\$4,000.00	\$1,200.00	\$5,200.00	S.Avari, 120 ppl
6/22/2019	Pavilion	Bar Mitzvah	OT Fee deducted from Refund	\$100.00	\$0.00	\$100.00	S.Avari, 120 ppl
6/23/2019	Pavilion	Picnic	Paid by non resident	\$4,000.00	\$1,200.00	\$5,200.00	Neo Events LLC
6/23/2019	Day Use	Picnic	Paid by resident	\$75.00	\$0.00	\$75.00	S. Michel, 25 ppl
6/25/2019	Main House	BPAC Mtg	No Fees Due	\$0.00	\$0.00	\$0.00	Francesca Reyes, Office Specialist
6/26/2019	Pavilion	Planning Meeting	No Fees Due	\$0.00	\$0.00	\$0.00	S.Bertollo-Davis,Senior Plannner
6/27/2019	Park	Music in Park	No Fees Due	\$0.00	\$0.00	\$0.00	Francesca Reyes, Office Specialist
6/27/2019	Day Use	Picnic	Paid by non resident	\$200.00	\$0.00	\$200.00	STIVR
6/29/2019	Day Use	Picnic	Paid by non resident	\$200.00	\$0.00	\$200.00	C.Lemoga, 50 people

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6/29/2019	Carriage House	Celebration of Life	Paid by resident	\$400.00	\$60.00	\$460.00	M. Noble, 60 people
6/30/2019	Pavilion	Wedding	Paid by non resident	\$2,500.00	\$750.00	\$3,250.00	S. Caplan
6/30/2019	Pavilion	Wedding	OT Fee deducted from Refund	\$150.00	\$0.00	\$150.00	S. Caplan
6/30/2019	Main House	Wedding	Paid by non resident, deducted from deposit	\$500.00	\$0.00	\$500.00	S. Caplan
10/7/2019	Pavilion	Wedding	Event Cancellation Fee (20% of all fees)	\$240.00	\$72.00	\$312.00	F. Busa III

TOTALS \$29,865.00 \$7,782.00 \$37,647.00

REVISED by Finance 7/5/2019

Month	Revenue from Facility Use Fee, Day Use Permit & Addt Charges	Revenue from Administrative Fees	Overpayment Reimbursement to Town \$19,036.05	Payment to Catering by Dana (Starting March 2019 50% of Revenue Not including Admin Fees and with a \$2,000.00 deduction till overpayment is funded)	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
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	\$6,750.00	\$1,260.00		\$3,375.00	\$4,635.00
Jan-19	\$2,400.00	\$510.00		\$1,200.00	\$1,710.00
Feb-19	\$2,150.00	\$570.00		\$1,075.00	\$1,645.00
Mar-19	\$7,125.00	\$1,755.00	-\$2,000.00	\$1,562.50	\$5,317.50
Apr-19	\$5,750.00	\$832.50	-\$2,000.00	\$875.00	\$3,707.50
May-19	\$18,675.00	\$4,770.00	-\$2,000.00	\$7,337.50	\$14,107.50
Jun-19	\$29,865.00	\$7,782.00	-\$2,000.00	\$14,932.50	\$22,714.50
Total FY 2018-19	\$155,691.50	\$36,767.00	\$11,036.05	\$71,845.75	\$114,612.75

Information for Invoice From CBD

June 2019 Monthly Revenue \$14,932.50
 Overpayment Reimbursement to Town **-\$2,000.00**
 Total amount due to Catering by Dana \$12,932.50