

HOLBROOK PALMER PARK-MONTHLY EVENTS FY 19-20

DATE	FACILITY	TYPE OF EVENT	EVENT STATUS/ PAY OR FREE	FEES PAID (not including deposit)	ADMIN. CHARGES (15% Res/30% Non- Res)	TOTAL \$	NOTES
8/1/2019	Carriage House	Company Picnic	Paid by non resident	\$1,400.00	\$330.00	\$1,730.00	Bay Area Fun Services
8/3/2019	Pavilion	ADAPT Meeting	No fees due	\$0.00	\$0.00	\$0.00	Norma Fogelberg, ADAPT Coordinator
8/4/2019	Day Use	Family Picnic	Paid by non resident	\$200.00	\$0.00	\$200.00	J.Hartstein, 40 ppl
8/4/2019	Day Use	Family Picnic	Paid by non resident	\$100.00	\$0.00	\$100.00	T.Choc, 25 ppl
8/5/2019	Main House	Round Table Meeting	No fees due	\$0.00	\$0.00	\$0.00	Mike Greenlee, Building Official
8/5/2019	Main House	Foundation Meeting	No Fees Due	\$0.00	\$0.00	\$0.00	Marylue Timpson, Committee members
8/6/2019	Main House	Rail Committee Meeting	No fees due	\$0.00	\$0.00	\$0.00	Robert Ovadia, PW Director
8/7/2019	Main House	Park & Rec Meeting	No Fees Due	\$0.00	\$0.00	\$0.00	Sally Bentz, Park Manager
8/8/2019	Main House	Photo Session	Paid by non resident	\$400.00	\$120.00	\$520.00	J.Jindra
8/9/2019	Carriage House	Anniversary Celebration	Paid by non resident	\$800.00	\$240.00	\$1,040.00	D.Hall
8/10/2019	Carriage House	Company Picnic	Paid by non resident	\$1,400.00	\$330.00	\$1,730.00	Nourish Inc.
8/10/2019	Pavilion	Wedding	Paid by non resident	\$4,000.00	\$1,200.00	\$5,200.00	Guan-Lin Su
8/13/2019	Carriage House	Rail Committee Special Meeting	No fees due	\$0.00	\$0.00	\$0.00	Robert Ovadia, PW Director
8/14/2019	Main House	PD Meeting	No fees due	\$0.00	\$0.00	\$0.00	Jennifer Frew, Asst. to the Chief/Trng Mngr
8/14/2019	Carriage House	Company Team Building	Paid by non resident	\$900.00	\$240.00	\$1,140.00	Amazing Event
8/15/2019	Main House	EPC Meeting	No fees due	\$0.00	\$0.00	\$0.00	Sally Bentz, Park Manager
8/15/2019	Main House	Tree Committee Meeting	No fees due	\$0.00	\$0.00	\$0.00	Sally Bentz, Park Manager
8/16/2019	Pavilion	Reunion	Paid by non resident	\$1,200.00	\$360.00	\$1,560.00	L.Johnson
8/17/2019	Day Use	Family Picnic	Paid by non resident	\$100.00	\$0.00	\$100.00	K.Froula - 25 ppl
8/18/2019	Day Use	Family Picnic	Paid by non resident	\$100.00	\$0.00	\$100.00	A.Esch - 25 ppl
8/20/2019	Pavilion	ICMA	No fees due	\$0.00	\$0.00	\$0.00	Clerk

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8/24/2019	Carriage House	Company Picnic	Paid by non resident	\$1,300.00	\$330.00	\$1,630.00	Delphix Corp.
8/24/2019	Day Use	Family Picnic	Paid by non resident	\$200.00	\$0.00	\$200.00	C.Cripps 25 ppl
8/24/2019	Day Use	Family Picnic	Paid by resident	\$75.00	\$0.00	\$75.00	R. Bohn - 25 ppl
8/25/2019	Day Use	Family Picnic	Paid by non resident	\$100.00	\$0.00	\$100.00	S. Quist - 25 ppl
8/25/2019	Carriage House	School Picnic	Paid by non resident	\$700.00	\$210.00	\$910.00	Crystal Spring Uplands School
8/28/2019	Pavilion	Planning Commission Meeting	No fees due	\$0.00	\$0.00	\$0.00	Stephanie B-Davis, Senior Planner
8/29/2019	Pavilion	Corporate Retreat	Paid by non resident	\$1,300.00	\$360.00	\$1,660.00	Standford University
8/29/2019	Main House	Corporate Meeting	Paid by non-resident	\$700.00	\$210.00	\$1,060.00	Lucille Packard Children's Hospital
8/29/2019	Main House	Corporate Meeting	Set Up Fee deducted from Refund	\$50.00	\$0.00	\$50.00	Lucille Packard Children's Hospital
8/29/2019	Main House	Corporate Meeting	OT Fee deducted from Refund	\$100.00	\$0.00	\$100.00	Lucille Packard Children's Hospital
8/31/2019	Carriage House	Company Picnic	Paid by non-resident	\$1,100.00	\$330.00	\$1,430.00	Rick Herns Productions
8/31/2019	Picnic Area	Day Use	Paid by resident	\$75.00	\$0.00	\$75.00	B.Wang - 25 ppl

TOTALS **\$16,300.00** **\$4,260.00** **\$20,710.00**

REVISED by Finance 9/3/2019

Month	Revenue from Facility Use Fee, Day Use Permit & Addt Charges	Revenue from Administrative Fees	Overpayment Reimbursement to Town \$19,036.05 (\$8,000.00 PAID in FY18-19)	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-19	\$28,900.00	\$7,890.00	-\$2,000.00	\$12,450.00	\$22,340.00
Aug-19	\$16,300.00	\$4,260.00	-\$2,000.00	\$6,150.00	\$12,410.00
Sep-19					
Oct-19					
Nov-19					
Dec-19					
Jan-20					
Feb-20					
Mar-20					
Apr-20					
May-20					
Jun-20					
Total FY 2019-20	\$45,200.00	\$12,150.00	\$7,036.05	\$18,600.00	\$34,750.00

Information for Invoice From CBD
 August 2019 Monthly Revenue \$8,150.00
 Overpayment Reimbursement to Town **-\$2,000.00**
 Total amount due to Catering by Dana \$6,150.00