

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
9/1/2019	Pavilion	Wedding	Paid - non resident	\$2,700.00	\$750.00	\$3,450.00	D.Borough
9/1/2019	Main House	Wedding	Paid - non resident	\$750.00	\$225.00	\$975.00	D.Borough
9/2/2019	Main House	Foundation Meeting	No fees due	\$0.00	\$0.00	\$0.00	Marylue Timpson, Committee members
9/3/2019	Main House	CalPERS	No fees due	\$0.00	\$0.00	\$0.00	Anthony Suber, Deputy City manager/City Clerk
9/4/2019	Pavilion	PD Training	No fees due	\$0.00	\$0.00	\$0.00	Jennifer Frew, Asst. to the Chief/Trng Mngr
9/4/2019	Main House	City Council Meeting	No fees due	\$0.00	\$0.00	\$0.00	Francesca Reyes, Office Specialist
9/4/2019	Main House	Park & Rec Meeting	No fees due	\$0.00	\$0.00	\$0.00	Sally Bentz, Park Manager
9/7/2019	Pavilion	Disaster Preparedness	No fees due	\$0.00	\$0.00	\$0.00	Norma Fogelberg, ADAPT Coordinator
9/7/2019	Carriage House	Company picnic	Paid - non resident	\$800.00	\$240.00	\$1,040.00	Orca BioSystems
9/7/2019	Park	Photo Session	Paid - non resident	\$100.00	\$0.00	\$100.00	Caldera
9/7/2019	Picnic Area	Day Use Permit	Paid - non resident	\$100.00	\$0.00	\$100.00	E.Hernandez
9/8/2019	Picnic Area	Day Use Permit	Paid - resident	\$150.00	\$0.00	\$150.00	C. Quesada
9/9/2019	Main House	Pefuse RFP	No fees due	\$0.00	\$0.00	\$0.00	
9/10/2019	Main House	Audit & Finance Meeting	No fees due	\$0.00	\$0.00	\$0.00	Robert Barron, Finace Director
9/10/2019	Main House	Transportation Meeting	No fees due	\$0.00	\$0.00	\$0.00	Francesca Reyes, Office Specialist
9/11/2019	Main House	Company meeting	Paid - non resident	\$750.00	\$210.00	\$960.00	Kaiser Permanente
9/12/2019	Pavilion	City training	No fees due	\$0.00	\$0.00	\$0.00	Anthony Suber, Deputy City manager/City Clerk
9/13/2019	Pavilion	Team Building	Paid - non resident	\$1,500.00	\$450.00	\$1,950.00	Absolute Adventure
9/13/2019	Carriage House	Company picnic	Paid - non resident	\$400.00	\$120.00	\$520.00	Hillspire
9/14/2019	Carriage House	Company picnic	Paid - non resident	\$800.00	\$240.00	\$1,040.00	CP Fine Catering
9/14/2019	Day Use	Picnic	Paid - resident	\$150.00	\$0.00	\$150.00	Jennifer Lane

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9/14/2019	Day Use	Photo Session	Paid - non resident	\$100.00	\$0.00	\$100.00	D. Cirina
9/17/2019	Pavilion	Culinary Class	Paid - non resident	\$1,200.00	\$360.00	\$1,560.00	Hands on Gourmet
9/18/2019	Pavilion	City Council Meeting	No fees due	\$0.00	\$0.00	\$0.00	Anthony Suber, Deputy City manager/City Clerk
9/19/2019	Pavilion	Art Show	No fees due	\$0.00	\$0.00	\$0.00	Dorothy Hunter - Atherton Arts Foundation
9/20/2019	Pavilion	Art Show	No fees due	\$0.00	\$0.00	\$0.00	Dorothy Hunter - Atherton Arts Foundation
9/21/2019	Pavilion	Art Show	No fees due	\$0.00	\$0.00	\$0.00	Dorothy Hunter - Atherton Arts Foundation
9/21/2019	Carriage House	Team Building	Paid - non resident	\$400.00	\$120.00	\$520.00	Team Building ROI
9/22/2019	Day Use	Picnic	Paid - non resident	\$100.00	\$0.00	\$100.00	C.Comi - 25 people
9/24/2019	Main House	PD Training	No fees due	\$0.00	\$0.00	\$0.00	J.Frew, Asst. to the Chief/Trng Mngr
9/24/2019	Carriage House	Team Building	Paid - non resident	\$800.00	\$240.00	\$1,040.00	Chan Zuckerberg
9/25/2019	Pavilion	Team Building	Paid - non resident	\$1,200.00	\$360.00	\$1,560.00	Parties that cook
9/26/2019	Main House	PD Training	No fees due	\$0.00	\$0.00	\$0.00	J.Frew, Asst. to the Chief/Trng Mngr
9/27/2019	Pavilion	Company picnic	Paid - non resident	\$1,500.00	\$450.00	\$0.00	Adicet Bio
9/27/2019	Main House	Company Event	Paid - non resident	\$1,100.00	\$210.00	\$1,310.00	Summit Partners
9/27/2019	Day Use	Picnic	Paid - non resident	\$200.00	\$0.00	\$200.00	G. Kim
9/28/2019	Day Use	Picnic	Paid - non resident	\$200.00	\$0.00	\$200.00	A.Wise - 50 ppl
9/28/2019	Day Use	Picnic	Paid - non resident	\$100.00	\$0.00	\$100.00	A.Bianco - 25 ppl
9/29/2019	Day Use	Picnic	Paid - non resident	\$200.00	\$0.00	\$200.00	T.Leskovek - 50 ppl

<b>TOTALS</b>	<b>\$15,300.00</b>	<b>\$3,975.00</b>	<b>\$17,325.00</b>
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<b>Month</b>	<b>Revenue from Facility Use Fee,Day Use Permit &amp; Addt Charges</b>	<b>Revenue from Administrative Fees</b>	Overpayment Reimbursement to Town \$19,036.05 (\$8,000.00 PAID in FY18-19)	<b>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)</b>	<b>Net to Town(50% of Revenue + Admin Fee)</b>		
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	\$15,300.00	\$3,975.00	\$ (2,000.00)	\$5,650.00	\$11,625.00		
Oct-19							
Nov-19							
Dec-19							
Jan-20							
Feb-20							
Mar-20							
Apr-20							
May-20							
Jun-20							
<b>Total FY 2019-20</b>	<b>\$60,500.00</b>	<b>\$16,125.00</b>	<b>\$5,036.05</b>	<b>\$24,250.00</b>	<b>\$46,375.00</b>		

**Information for Invoice From CBD**  
 September 2019 Monthly Revenue \$7,650.00  
 Overpayment Reimbursement to Town **-\$2,000.00**  
 Total amount due to Catering by Dana \$5,650.00