

Parks and Recreation Division
Commercial Operator Client Fees
End of Season Reconciliation Report
(Payment should include Prepayment Client estimate form & Client Reporting Sheets)

Today's Date: _____

Applicant's Information:

Business Name: _____

_____	_____	_____	_____
Last Name	First Name		
_____	_____	_____	_____
Mailing Address	City	State	Zip Code
_____	_____	_____	_____
Phone	Email Address		

Preseason payment Amount: _____ Date Paid: _____

_____ X \$2 = _____ Total Client Fee

Actual Number of Clients

Subtract _____ Preseason Payment

_____ Subtotal

_____ Tax

_____ **Total with tax**

_____ **Check if Refund due**

_____ Applicant's Signature _____ Date

The permit holder shall pay a fee deposit prior to commencement of the permitted activity in accordance with SGC 23.20.040. The current fee for guided tours is \$2.00 per client. The minimum fee is one hundred dollars. The permit holder shall use its best estimate of the number of clients and days they will be guiding.

The permit holder shall submit to the City Utilities Office: this reconciliation form, your prepayment form, your payment and client reporting sheet by October 31 every year.

*For Official Use: Parks and Rec Fees GL #: 100-300-320-3201.011
Please make two copies, one for Commercial Operator and one for Parks and Recreation Division records*