

**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 _____	Client Estimate Fee	
		_____	Subtotal
		_____	Tax (5% Oct-Mar)
			(6% Apr-Sep)
		_____	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*

CBS Guided Activity Reporting Sheet

Business Name:

Year:

Parks and Rec. Fees GL# 100-300-320-3201.011

Return report to Public Works by Oct.31

Date	# of People
1-May	
2-May	
3-May	
4-May	
5-May	
6-May	
7-May	
8-May	
9-May	
10-May	
11-May	
12-May	
13-May	
14-May	
15-May	
16-May	
17-May	
18-May	
19-May	
20-May	
21-May	
22-May	
23-May	
24-May	
25-May	
26-May	
27-May	
28-May	
29-May	
30-May	
31-May	

Date	# of People
1-Jun	
2-Jun	
3-Jun	
4-Jun	
5-Jun	
6-Jun	
7-Jun	
8-Jun	
9-Jun	
10-Jun	
11-Jun	
12-Jun	
13-Jun	
14-Jun	
15-Jun	
16-Jun	
17-Jun	
18-Jun	
19-Jun	
20-Jun	
21-Jun	
22-Jun	
23-Jun	
24-Jun	
25-Jun	
26-Jun	
27-Jun	
28-Jun	
29-Jun	
30-Jun	

Date	# of People
1-Jul	
2-Jul	
3-Jul	
4-Jul	
5-Jul	
6-Jul	
7-Jul	
8-Jul	
9-Jul	
10-Jul	
11-Jul	
12-Jul	
13-Jul	
14-Jul	
15-Jul	
16-Jul	
17-Jul	
18-Jul	
19-Jul	
20-Jul	
21-Jul	
22-Jul	
23-Jul	
24-Jul	
25-Jul	
26-Jul	
27-Jul	
28-Jul	
29-Jul	
30-Jul	
31-Jul	

Date	# of People
1-Aug	
2-Aug	
3-Aug	
4-Aug	
5-Aug	
6-Aug	
7-Aug	
8-Aug	
9-Aug	
10-Aug	
11-Aug	
12-Aug	
13-Aug	
14-Aug	
15-Aug	
16-Aug	
17-Aug	
18-Aug	
19-Aug	
20-Aug	
21-Aug	
22-Aug	
23-Aug	
24-Aug	
25-Aug	
26-Aug	
27-Aug	
28-Aug	
29-Aug	
30-Aug	
31-Aug	

Date	# of People
1-Sep	
2-Sep	
3-Sep	
4-Sep	
5-Sep	
6-Sep	
7-Sep	
8-Sep	
9-Sep	
10-Sep	
11-Sep	
12-Sep	
13-Sep	
14-Sep	
15-Sep	
16-Sep	
17-Sep	
18-Sep	
19-Sep	
20-Sep	
21-Sep	
22-Sep	
23-Sep	
24-Sep	
25-Sep	
26-Sep	
27-Sep	
28-Sep	
29-Sep	
30-Sep	

May Total

June Total

July Total

Aug Total

Sep Total