Meeting Date: May 14, 2020

Item description/summary:

Park Table Reservation Refund Request
Ms. Vang contacted us on April 20, 2020 requesting a refund of $75.00 for her Park Table reservation scheduled for May 16, 2020. She stated that because of COVID-19 she decided to cancel her event.

Fiscal Analysis:

N/A

Employee Feedback

N/A

Sample Motion:

N/A

Prepared by:

Sherry Koller, Administrative Assistant.
To Board of Directors,

My name is Nou Vang and I'm writing this letter to request for a refund of $75.00 for my park table reservation I had made with Eufay Wood Spray Park for May 16, 2020 at 12:30pm-5pm. This event was for my babyshower and I won't be able to extend the date since I will be due in July.

This cancellation is due to the COVID-19 and for the safety of myself and everyone else, I've decided to cancel it entirely. I hope to get my refund of $75.00 back.

Thank you,

Nou Vang

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android
Park Table Reservation Form

You must have your copy of reservation packet in possession during use.

No reservation is finalized until the fees are paid. Once paid, the reservation fee is Non-Refundable.

I. [Name of individual/representative] representing [Organization, if applicable] hereby request to reserve [Number of tables] tables. Date: May 16, 2020 Time: [1:30 PM - 6:00 PM]

(See Park Table Reservation Policy for the number of tables and hours available for reservations)

at the following facility: [Eufay Wood Park] (Eufay Wood Sr. Memorial Park, Veterans Park, Lindhurst Memorial Park, or Richard “Doug” Donahue Park)

Type of event: [Baby Shower]

[Company picnic, family picnic, fund raiser, birthday party, etc.]

Will there be an admission charge, sale, solicitation, donation, or collection involved with your use? [NO]

Will other equipment be used (i.e., sound equipment, stage, speaker(s), jump house, dunk tank, etc.)? [NO]

(A Park Use Permit will also be required if you answered yes to the above)

No reservation is finalized until the fees are paid. Once paid, the reservation fee is Non-Refundable. Initial here [N Y]

The “responsible party” listed on the “Park Table Reservation” form will assure that he/she and any guests abide by all park rules as posted. Initial here [N Y]

The “responsible party” will be responsible for any clean-up of debris on or around reserved tables. This includes removal of table clothes, balloons, signs, etc. Initial here [N Y]

Any change, alteration or modification of intended use must be approved by Olivehurst Public Utility District. Change can result in cancellation of reservation. Any misrepresentation of your group or use, or failure to comply with Park Use Guidelines may result in expulsion from the park. Initial here [N Y]

It is expressly understood and agreed that applicant/organization shall save, keep and hold harmless Olivehurst Public Utility District, its officers, agents, employees and volunteers from all damages, costs or expenses in law or in equity, caused by any act or omission of applicant, their employees or representatives.

FOR OFFICIAL USE ONLY: Reservation Fee $[750] [Cash] [Check #] [Money order]

Issued Packet with Reservation Form, Reservation Policy, Yuba County Ordinance, Map, and Table Signs.

Table Numbers Reserved: [1, 3, 7, 15, 17]

Date and Time of Reservation: [5/16/20]

Processed by: [Signature]

PK001-REV1 08/27/2012 – Parks Dept.