

Olivehurst Public Utility District



Agenda Item Staff Report

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.

Sherry Koller

From: Nou Vang <Nvangdisneyland@hotmail.com>
Sent: Monday, April 20, 2020 11:45 AM
To: Sherry Koller
Subject: Park Table Reservation Refund Request

To Board of Directors,

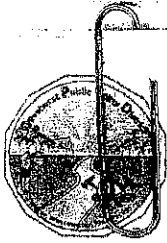
My name is Nou Vang and I'm writing this letter to request for a refund of \$75.00 for my park table reservation I had made with Eufay Wood Spray Park for May 16, 2020 at 12:30pm-5pm. This event was for my babyshower and I won't be able to extend the date since I will be due in July.

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](#)



OLIVEHURST PUBLIC UTILITY DISTRICT
 Business Office
 1970 9th Avenue/P.O. Box 670
 Olivehurst, CA 95961
 Phone (530) 743-4657 Fax (530) 743-3023 www.opud.org

Application must be submitted to Business Office a minimum of 3 business days prior to date of use.

Park Table Reservation Form

Permit # EUPR-126

(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, Nou Vang, representing _____, hereby request to reserve 3 SK tables. Date: May 16, 2020 Time: 1:30 PM - 6:00 PM

(Name of Individual/Representative)

(Organization, if applicable)

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

at the following facility: Eufay Wood Park 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 NV

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 NV

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 NV

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 NV

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

FOR OFFICIAL USE ONLY: Reservation Fee \$ 7500 Cash Check # Money Order

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

Table Numbers Reserved T3, T5, T7 Date and Time of Reservation 5/16/20

Processed by: [Signature] Date: 2/14/20