

Recreation Event Revenue Report Sheet

FEES

Land use rental fees are 5% of adjusted gross receipts for one-time events and 3% of adjusted gross receipts for multiple events under one permit. Adjusted gross receipts is the gross revenue less the cost to the holder of the prizes awarded. Only those prizes which are paid for by the holder or come from the entry fee costs can be deducted. Donated prizes cannot be deducted

Part I. TOTAL REVENUE AND PRIZE CALCULATION (to be completed by the permit holder)

A. Total Event Revenue Received Please list all revenue generated from the event. Please do not manipulate values or add deductions at this time.

Type of Revenue	Offered? Please check appropriate box	Revenue Collected
Entry Fee Revenue (# Participant Sign-ups x Entry Fee) **Includes No-shows**	Yes <input type="checkbox"/> No <input type="checkbox"/> Total Participants: _____	\$
Equipment and souvenir sales	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
Food and beverage sales	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
Third Party Vendor Sales	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
Other (please describe):	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
		Total: \$

B. Calculation of Prizes Awarded Please describe what prizes were awarded to top-finishing participants and the itemized cost associated with each award type.

Please attach receipts verifying purchase of awards and/or copy of canceled check showing award of purse prize to the top-finishing participants.

Prizes Type	Offered? Please check appropriate box	Cost	Receipt Attached?
Prize Purse	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
Medals	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
Trophies	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
Plaques	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (please describe):	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Total: \$	

Part II. FEE CALCULATION (to be completed by the special uses permit administrator)

A. Adjusted Gross Revenue (AGR):

$$(\text{Total Revenue} - \text{Cost to permittee of prizes awarded}) = \text{AGR}$$

Using the information from the tables in part I of this form:

$$(\text{Part A Total} - \text{Part B Total}) = \text{AGR}$$

AGR Calculation:	AGR Total: \$
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B. Reconciled Fee:

$$(\text{AGR} \times 5\%) - \text{Advance Fee Collected} = \text{Remaining Fee Due}$$

Fee Calculation:	Remaining Fee Due: \$
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