

**Finance & Administration Committee Meeting**  
**July 19, 2022**  
**4:00 p.m.**

1. Personnel Handbook Update – Mayor Hanson
2. Special Events – Director Glass



Covington Parks and Recreation

Special Events

790 Bert Johnston Avenue

Covington, TN 38019

# Invoice

**BILL TO:**

**Chamber of Commerce**

**INVOICE #**

2022-7

**DATE**

7/7/22

**INVOICE DUE DATE**

10 days before event

DESCRIPTION	GL Number	MR Number	QUANTITY	Total Hours	PRICE	AMOUNT
Covington Police Department	110-42100-111	601	2	13	\$30.00	\$780.00
Covington Fire Department	110-42200-111	599	2	13	\$30.00	\$780.00
Fire Extinguisher Usage		604	0	N/A	\$250.00	\$000.00
Covington Public Works	110-43120-111	602	3	4	\$31.00	\$374.00
Public Works Vehicle @Current state rate			2	6	\$11.00	\$132.00
Covington Parks and Recreation	110-44450-111	600	0	0	\$25.00	\$000.00
Race Timing System			0	N/A	\$750.00	\$000.00
City Stage		603	0	N/A	\$1000.00	\$000.00

**\*\* Payment in full is due ten (10) days prior to the event date listed above.**

DESCRIPTION	MR Number	Gross Total	15% of Gross
Gate Fee	604		
Concession Fee	604		

**\*\* Payment in full is due ten (10) days after the event date listed above for gate and concession fees.**

\* If you would like to request a waiver of the above fees from the board of Mayor and Aldermen at the next Finance and Administration Committee meeting 7/19/22 , you need to notify Parks and Recreation Director Molly Glass at 901.504.8982 by 7/11/22 at 4pm.

**TOTAL:**  
**\$2064.00**