



The Public Works Director oversees general Park maintenance and activities. The Park has several contract service personnel and vendors that manage various activities at the Park.

Park Event Services are provided via contract by Catered Too. Catered Too manages all park event and rental services, to include rental of fields, buildings, and picnic areas. MCE provides facility support on a Task Order basis. BrightView Landscaping provides landscape maintenance services for the Park. Player Capital provides management and general maintenance of the six Tennis Courts.

There are three (3) structures available for event rental at the Park – the Carriage House, the Main House, and the Pavilion. Outdoor venues may also be rented and these include the Event Garden, Water Tower Green and North Meadow. Picnic areas in the Park may be reserved for small group day rental. Menlo Atherton Little League manages and maintains the Willie Mays Ball Field.

Facility Rentals for September 2023

Catered Too manages Park Rentals

Month	North Meadow	Children's Picnic Area	Jennings Pavilion	Main House	Carriage House w/ NM	Field D	Other
July	4	7	0	0	2	0	0
August	5	2	1	1	3	0	0
September	2	1	0	1	0	0	0
October							
November							
December							
January							
February							
March							
April							
May							
June							
Total	11	10	1	2	5	0	0

Types of Rental Activity for September 2023

Catered Too manages Park Rentals

Month	Social Gathering	Wedding	Soccer	Other
July	13	0	0	0
August	9	0	0	3
September	3	0	0	1
October				
November				
December				
January				
February				
March				
April				
May				
June				
Total				

Revenue from Rental Activity for September 2023

Catered Too manages Park Rentals

Month	Revenue Fees	10% Catering Fee	Revenue to Town
July	\$3,400.00	\$664.73	\$4,064.73
August	\$6,750.00	\$3,236.44	\$9,986.44
September	\$1,250.00	\$49.25	\$1,299.25
October			
November			
December			
January			
February			
March			
April			
May			
June			
Total			\$15,350.42

Tennis Court Usage

Player Capital (PC) manages court operations.

Month	PC Court Hours	# of Students	Private Lessons	Key Holder Court Hours	Public Court Hours	Clay Court Hours
July	645	279	458	325	0	12
August	675	295	482	337	0	6
September	687	307	497	387	0	5
October						
November						
December						
January						
February						
March						
April						
May						
June						

General and Special Services for September 2023

- Pick up litter/trash
- Remove trash bags
- Blow/Pick Up Tree Leaves & Debris
- Inspect and Maintain Restrooms
- Inspect and Maintain Playgrounds
- Inspect and Maintain Main House Elevator
- Control undesirable weeds throughout property
- Cut back and remove tree brush and dead vegetation
- Apply seasonal fertilizers to turf and plants
- Inspect and maintain landscape irrigation
- Inspect and maintain landscape irrigation well and filter system
- Monitor potable water usage daily
- Water non-established trees throughout the park (scheduled)
- Blow tennis courts 2x per week, as required

For September:

- Spreading mulch
- Brightview is weeding daily.
- Performed mowing of lawn.
- Brightview installed a new quick-coupler near the exit driveway
- HPP Access and Circulation project – on-going
- Brightview responded to water leaks associated with the construction projects (water shutdowns)
- Play structure repairs completed
- MCE responded to door issues at the Jennings Pavilion
- Lighting and electrical repairs at Main House
- Installation of art hanging system in Main House Bedrooms

New and Future Planned Projects

- Holbrook-Palmer Park Playground Improvements

Photographs of Work Performed in September 2023

Main House Art Hanging System



Playground Repairs



HPP Access and Circulation Project

