



DATE: March 12, 2014

TO: Parks, Recreation, Marina and Cultural Commission

FROM: Recreation Staff

SUBJECT: Special Request for Use of Ignacio Plaza – Martini Festival

Applicant seeks approval for use of Ignacio Plaza. Pertinent details are listed below.

Applicant:
Chamber of Commerce

Park Request:
Ignacio Plaza

Reservation Date Request:
Friday, September 26th set up, Saturday 27th (event) and Sunday, September 28th (breakdown and clean up)

Special Request(s):
Amplified sound, fee waiver or reduction, and sale of alcohol

Event Info:
This is the 5th annual Chamber of Commerce Martini Festival, all of which have been held at Ignacio Plaza. The event is for paid attendees only, all of whom must be at least 21 years old, with the main purpose of raising funds for the Chamber of Commerce and bringing people to the downtown.

Attendance:
Projected to be 500

Special Event Permit:
Yes (pending)

Letter to neighbors:
Yes

Plaza Fees:
Ignacio Rental Fee: \$200/day
Total Fees: \$600

PARK USE/LARGE EVENT FEE WAIVER POLICY
(Adopted by City Council 6/19/13)

Eligibility

There are four types of users that are eligible for Park Use/Large Event Fee Waiver:

1. Martinez Unified School District and Mount Diablo Unified School District – Uses submitted by MUSD or MDUSD for the purpose of serving their students.
2. Non-profit Community Groups: These groups have 501(c) status in good standing with the State and meet the following:
 - 50% of members are Martinez Residents
 - Event or activity has a community wide benefit
 - Paying fee would create a financial hardship for the group that would endanger the group's ability to conduct the event.
3. City Co-sponsored Groups/Events – Groups that receive regular financial support from the City or Events in which the City is participating as key supporter of the event.
4. Community Fundraiser– This category is targeted for events put on by Martinez Residents for impromptu fundraisers surrounding a cause in the community in which all the proceeds go to the cause and the event is open to everyone in the community.

Review and Approval

All MUSD permits fitting the #1 Eligibility definition of use will not come to PRMCC and will be approved administratively.

Users that meet the definition of use or user #2 through #4

- The PRMCC reviews and approves/denies Park Use/Large Event Fee Waiver Applications at the regular PRMCC meetings
- Application for Park Use/Large Event Fee Waiver must be received 30 days in advance
- PRMCC may waive any portion of fees up to 100%

Procedure

- Complete a Park Use/Large Event Reservation application and submit deposit
- Complete a Special Request Form 30 days prior to the event
- Attend PRMCC Meeting Review of Application



Recreation Department
 525 Henrietta Street
 Martinez, CA 94553
 925-372-3510

Office Use Only	
Deposit \$ _____	Date Rec'd <u>1/30/14</u>
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # _____
Check# _____/_____/_____	CC _____ Cash _____
Event permit _____ Notice to Neighbors _____	
Approval of Commission _____	
Received by _____	

SPECIAL REQUEST FACILITY RESERVATION

Group/Business Name Martinez Chamber of Commerce Work# _____

Applicant/Representative John Stevens Martini Festival Home# _____

Address _____
 (Number) (Street) (City) (Zip)

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
<i>500 person capacity</i> Susana Plaza	\$250*	\$200*	\$240*	\$370*
<i>500 person capacity</i> Ignacio Plaza	\$250*	\$200*	\$240*	\$370*
<i>500 person capacity</i> Alhambra Park	\$250*	\$200*	\$240*	\$370*

*Deposits and fees may be raised based upon the type of event, i.e. for profit, or higher risk events for that require additional city personal and/or time or equipment.

Date	Facility Requested	Reservation Hours	Est. Attend.	Balance of Fees Due by:
Sept. 26, 2014	Ignacio Plaza (Setup)	8:00 - 8:00pm	500	
Sept. 27, 2014	Ignacio Plaza (Event)	6:00 - 12:00pm		
Sept. 28, 2014	Ignacio Plaza (clean-up)	8:00 - 2:00pm		

Special Request Permit Event Permit Permit Completed Commission Approval

PARK AND RECREATION DEPARTMENT DEPOSIT POLICY FOR PICNIC RENTALS

If deposit payment is by check, the check will be cashed 1 to 3 days after received. If the park is left in acceptable condition the City will refund the deposit to the renter two weeks after their picnic date. **The check must match the applicant's name on the picnic permit.** If deposit payment is made by credit card, your credit card information will be kept on file with the Department. If the park is left in acceptable condition no fee will be assessed and the credit card will not be charged. If the park renter falsifies residency, group number or cause damages the deposit fee will be incurred and your credit card will be charged the entire deposit fee.

I, the undersigned have read and understand all the information provided on both sides of this agreement. I hereby agree to be bound by the conditions and stipulations.

 RENTER Date



SPECIAL REQUEST FORM

Martinez Park and Recreation Department
525 Henrietta Street
Martinez, CA 94553
Ph: (925) 372-3510 Fax: (925) 372-3509

All questions must be completely filled out:

Date: 1/30/14

Your Name: John Stevens

Organization (if applicable): Martinez Chamber of Commerce

Address (organization or home): 603 Marina Vista, Martinez

Phone: (hm) 925-891-4413 (wk) 925-228-2345

Date of Event: Set up 26, 2014
Event Date Sept 27, 2014, Clean up Sept 28

Time and Duration of Event: Set up 8:00am - 8:00pm Event 6:00pm - 10:00pm
Clean up Sept 28 8:00am - 2:00pm

Location: Ygnacio Plaza

Family/Group Size: 500

Purpose of Gathering: Martinez on the Plaza Gala

What is your Special Request? (Please check all that applies)

- Amplified music/speakers Waterfront picnic lawn usage Fee waived/reduction
 Non-picnic uses Sale of alcoholic beverages More than the picnic park capacity

Others (please explain): _____

Special Request Justification: _____

Note: The Park Recreation, Marina and Cultural Commission will review appropriate requests and make a recommendation to the City Council who will make the final determination. The Applicant or a representative is encouraged to attend both meetings to answer questions from the PRMCC and City Council.

The Commission meets on the third Tuesday of each month. All inquires should be received at the above address no later than one week prior to scheduled Commission meeting.



Martinez Chamber of Commerce
603 Marina Vista
Martinez, CA 94553
925-228-2345

February 18, 2014

From: Martinez Chamber of Commerce 603 Marina Vista Martinez, CA 94553

To: Neighbors of Ignacio Plaza Park

Re: *Martini's on the Plaza Gala* September, 27, 2014 - 6:30pm-11:00pm

Dear Ignacio Park Neighbor:

The Martinez Chamber of Commerce would like to respectfully notify local neighbors of Ignacio Plaza Park, between Martinez City Hall and the Boys & Girls Club, that we propose to hold an Gala Event at the Plaza on Saturday, September 27, 2014 from 6:30pm to 10pm. There will be a one hour clean-up scheduled to finish by 11pm. Tenting and tables will be removed by Noon Sunday, September 28, 2013 and will take approximately 4 hour. Security guards will be posted at the location from 8 pm, Friday, September 26 through Saturday 27 at 9:00 am and Saturday, September 27, until 11:00 to Sunday, September 28, 2014.

This fundraising event is historically themed to the 40's & 50's with ambiance and music to match. The décor will encourage our guests to reflect on the rich history of Martinez and to celebrate the "birth of the Martini" in Martinez in the 1860's.

We are designing the layout of the event so that our surrounding neighborhoods will have as minimal impact as possible. The band will be amplified, but the stage will be tented in a way to keep the sound contained within the event as much as possible. As we have requested to have amplified sound at this location, our request will be heard by the Parks and Recreation Committee located at 525 Henrietta Street in the Council Chambers on **Tuesday, March 18, 2014 at 7:00pm**. This is a public event and we hope that many of our neighbors will choose to join us at this annual Gala.

If you have any questions or concerns, please the Martinez Chamber of Commerce at 925-228-2345. You may also call the Recreation Department at 925-372-3510 if you have any questions regarding the meeting.

Sincerely,

Martinez Chamber of Commerce
603 Marina Vista
Martinez, CA 94553
(925) 228-2345