



DATE: August 11, 2014

TO: Parks, Recreation, Marina and Cultural Commission

FROM: Recreation Staff

SUBJECT: Special Request for Use of Rankin Park Gazebo

Applicant seeks approval for use of Rankin Park Gazebo Pertinent details are listed below.

Applicant:
Mary Harms, Contra Costa Family Community Fund

Park Request:
Rankin Park Gazebo

Reservation Date Request:
Saturday, August 30, 2014

Special Request(s):
Fee waiver or reduction

Event Info:
This is a fund raiser to help Union Members and the Contra Costa Community with emergency financial help with utilities bills, in their time of need. The Contra Costa Family Community Fund has rented the Olive Grove and the Canyon and submitted a fee waiver/reduction for the Gazebo. Ms. Harms will be in attendance for this meeting to answer any questions.

Attendance:
Projected to be 300

Special Event Permit:
N/A

Letter to neighbors:
N/A

Gazebo Fees:
\$250 deposit (refundable) and \$240 rental

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



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: June 12, 2014

Your Name: Mary Harms

Organization (if applicable): Contra Costa Family Community Fund

Address (organization or home): 1333 Pine St Suite E

Phone: (hm) 925-435-3709 (wk) 925-372-8608

Date of Event: August

Time and Duration of Event: 10 AM - 5 PM

Location: PARKIN PARK GAZEBO

Family/Group Size: 300

Purpose of Gathering: Fundraiser to help senior and community members with emergency.

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.



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

<i>Office Use Only</i>	
Deposit \$ _____	Date Rec'd <u>6-12-2014</u>
Rental \$ _____	Deposit Returned _____
REC1 _____	Picnic # _____
Check# _____ CC _____	Cash _____
Received by <u>Robin</u>	

FACILITY RESERVATION PERMIT

Group/Business Name Contra Costa Family Community Fund Work/Cell# _____

Applicant/Representative Mary Harms Home# _____

Address 1333 Pine Street, 94553

Email Address

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
25 person capacity <input type="checkbox"/> Golden Hills <input type="checkbox"/> Morello Park	\$50	\$28	\$50	\$94
15 person capacity <input type="checkbox"/> West-Nancy Boyd	\$50	\$22.50	\$45	\$60
30 person capacity per pod <input type="checkbox"/> Nancy Boyd East <input type="checkbox"/> Nancy Boyd Pavilion	\$50	\$45	\$90	\$120
75 person capacity <input type="checkbox"/> Hidden Valley Oak	\$250	\$112.50	\$225	\$300
40 person capacity <input type="checkbox"/> Hidden Valley Beech	\$50	\$60	\$120	\$160
100 person capacity per area <input type="checkbox"/> Hidden Valley Poplar <input type="checkbox"/> Hidden Valley Sycamore	\$250	\$150	\$300	\$400
125 person capacity <input type="checkbox"/> 1/2 Waterfront Group Area	\$100	\$66	\$132	\$187
250 person capacity <input type="checkbox"/> Waterfront Group Area	\$125	\$105	\$259	\$303
120 person capacity <input type="checkbox"/> Gazebo (Rankin)	\$250	\$240	\$340	\$360
110 person capacity <input type="checkbox"/> The Canyon (Rankin)	\$250	\$165	\$260	\$275
160 person capacity <input type="checkbox"/> Olive Grove (Rankin)	\$250	\$240	\$360	\$400

Date	Facility Requested	Reservation Hours	Est. Attend.
August 30, 2014	Rankin Park Gazebo	8- Dusk	140

Deposits: **The check must match the applicant's name on the picnic permit.** Check and cash deposits will be returned to the renter within 5 business days of the picnic. If the renter falsifies residency, exceeds capacity or damages the facility, the deposit will be forfeited. If damages exceed the deposit, renter will be invoiced for time and materials. Non-payment will be sent to collections. Protect yourself! Upon leaving your picnic area, take a picture and include site, date and your name and e-mail it to: classes@cityofmartinez.org.
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 _____
 Martinez Police Dept. 925-372-3440