



**DATE:** January 12, 2014

**TO:** Parks, Recreation, Marina and Cultural Commission

**FROM:** Recreation Staff

**SUBJECT:** Special Request for Use of Ignacio Plaza – Alhambra High Reunion

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

**Applicant:**  
Mary Perez, AUHS Decade 5 Reunion

**Park Request:**  
Ignacio Plaza

**Reservation Date Request:**  
Friday, August 14, 2015

**Special Request(s):**  
Amplified sound, fee waiver or reduction, more than park capacity and sale of alcohol

**Event Info:**  
Alhambra High Reunion

**Attendance:**  
Projected to be 500

**Special Event Permit:**  
No (pending)

**Letter to neighbors:**  
Yes sent on January 6, 2015

**Plaza Fees:**  
\$250 deposit (refundable) and \$200 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: 10-6-14

Your Name: MARY PEREZ

Organization (if applicable): AUHS DECADE 5

Address (organization or home): 6 ROBINDALE

Phone: (hm) 925-639-5700 (wk) \_\_\_\_\_

Date of Event: 8-14-15

Time and Duration of Event: 10am - 12am

Location: IGNACIO PLAZA

Family/Group Size: 500

Purpose of Gathering: REUNION

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.**

JAN 6<sup>TH</sup> 2015

FROM: Mary Perez

ALHAMBRA DECADES REUNION

Martinez, Ca

TO: Neighbors of Ygnacio Plaza Park

RE: DECADE REUNION #5

August 14<sup>th</sup>, 2015

6:00 p.m. – 11:00 p.m.

Dear Ignacio Plaza Park Neighbors,

I am sending this letter to notify all my local neighbors of Ignacio Plaza Park, between Martinez City Hall & the Boys & Girls Club that we plan to have our Alhambra Decade #5 Class Reunion at the Plaza on Friday August 14<sup>th</sup>, 2015 from approximately 6:00 p.m. – 11:00 p.m. There will be a one hour clean up scheduled to finish by 11:00 p.m.

The outside setup will take place in the early to late afternoon on the 14<sup>th</sup>. We are working with professional companies; therefore neighbors should not be affected in anyway.

This is a private event, and we will have a professional music that will abide by the local noise ordinance. Since we have requested to have amplified sound at this location, our request will be heard by the Parks & recreation Commission located at 525 Henrietta Street in the Council Chambers on Tuesday January 20, 2015 at 7:00 p.m.

If you have any questions or concerns, please contact the Recreation Department at (925)372-3510.

Thank you for your time and understanding as we plan our decade reunion.

Sincerely,

Mary Perez

AUHS Decades Reunion



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

<i>Office Use Only</i>	
Deposit \$ _____	Date Rec'd <u>10/6/14</u>
Rental \$ _____	Deposit Returned _____
REC1 _____	Picnic # _____
Check# _____ CC _____	Cash _____
Received by <u>Robin</u>	

## FACILITY RESERVATION PERMIT

Group/Business Name AUHS Decade 5 Reunion Work/Cell# \_\_\_\_\_

Applicant/Representative Mary Perez Home# \_\_\_\_\_

Address 6 Robindale Road

**Email Address**

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

Date	Facility Requested	Reservation Hours	Est. Attend.
August 14, 2015	Ignacio Plaza	8- Dusk	500

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](mailto: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