



**DATE:** March 3, 2015

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

**FROM:** Recreation Staff

**SUBJECT:** Special Request for Use of Ignacio Plaza – Car Show

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

**Applicant:**  
Annette Liberty, St. Catherine School and Church

**Park Request:**  
Ignacio Plaza

**Reservation Date Request:**  
Saturday, October 3, 2015

**Special Request(s):**  
Amplified sound, partial fee waiver, and more than park capacity

**Event Info:**  
This fund-raising event is the 5<sup>th</sup> annual for St. Catherine's Parish and School. The event involves an Oktoberfest Car Show to be held from 9 a.m. to 4 p.m. at Ignacio Plaza with set-up commencing at 7 a.m. and clean-up completed by 5 p.m. The applicant requests amplified sound from 10 a.m. to 4 p.m. The applicant recognizes that as a private organization conducting a fundraiser for the purpose of benefitting its organization, it does not meet all the criteria required for a fee waiver within eligibility category #2 of the attached policy and therefore is requesting a partial (50%) waiver of fees.

**Attendance:**  
Projected to be 350

**Special Event Permit:**  
Yes (pending)

**Letter to neighbors:**  
Yes

**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: 2-18-15

Your Name: Annette Liberty

Organization (if applicable): St Catherine's Parish School

Address (organization or home): 83 Knollview Ct, Martinez, CA 94553

Phone: (hm) (925)-228-8428 (wk) \_\_\_\_\_

Date of Event: Oct. 3, 2015

Time and Duration of Event: 10am - 4pm

Location: Ignacio Plaza

Family/Group Size: 300-350

Purpose of Gathering: Car Show

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: Raise money for St. Catherine's School & Parish

**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

Office Use Only	
Deposit \$ _____	Date Rec'd _____
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 St. Catherine's Parish and School Work# \_\_\_\_\_

Applicant/Representative Annette Libery Home# \_\_\_\_\_

Address \_\_\_\_\_  
 (Number) (Street) (City) (Zip)

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
500 person capacity Susana Plaza	\$250*	\$200*	\$240*	\$370*
500 person capacity Ignacio Plaza	\$250*	\$200*	\$240*	\$370*
500 person capacity 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:
October 3, 2015	Ignacio Plaza	10-4pm	350	

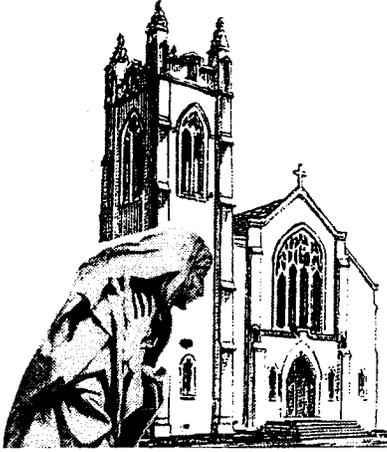
Special Request Permit       Event Permit       Permit Completed       Commission Approval

### 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



## Saint Catherine of Siena Parish

1125 Ferry Street • Martinez, CA 94553

Telephone (925) 228-2230

February 20, 2015

From: Saint Catherine of Siena Parish and School Festival Committee

To: Neighbors of Ignacio Plaza Park

Re: *Oktoberfest Car Show* Saturday, October 3<sup>rd</sup>, 2015, 9:00 am – 4:00 pm

Dear Ignacio Park Neighbor:

The St. Catherine of Siena Parish Festival Committee 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 *Oktoberfest Car Show* at the Plaza on Saturday, October 3<sup>rd</sup>, 2015 from 9:00 am until 4:00 pm. There will be a two-hour set-up scheduled for 7:00 am, and clean up scheduled to finish by 5:00 pm.

This event will be in conjunction with our annual Parish and School *Oktoberfest*, which will be taking place concurrently, within the Parish/School parking lot, Castro St. and Henrietta Street. These festivities are the primary fundraising event for our Parish and School. The car show will include up to 50 classic and custom cars in and around the plaza. Trophies will be awarded under several categories and the public is invited to participate by voting for their favorites.

We have requested amplified sound at this location from 10:00 am until 4:00 pm. our request will be heard by the Parks and Recreation Committee located at 525 Henrietta Street in the Council Chambers on Tuesday, March 17<sup>th</sup>, at 7 pm.

This is a public event and we hope that many of our event neighbors will choose to join in the festivities.

If you have any questions or concerns, please contact at Annette Liberty at 925-228-8428. You may also call the Recreation Department at 925-372-3510 if you have any questions regarding the meeting.

Sincerely,

*Fr. Clarence S. Zamora*

Fr. Clarence Zamora  
Pastor