



DATE: May 13, 2015

TO: Parks, Recreation, Marina and Cultural Commission

FROM: Recreation Staff

SUBJECT: Special Request for Use of Susana Street Park – Art in the Park

Applicant seeks approval for use of Susana Street Park. Pertinent details are listed below.

Applicant:
Martinez Arts Association, Sandy Sherwood

Park Request:
Susana Street Park

Reservation Date Request:
Sunday, August 16, 2015

Special Request(s):
The Arts Association is requesting: amplified sound, fee waiver/reduction, sale of alcoholic beverages, more than park capacity, parking lot closures and street closures.

Event Info:
The Martinez Arts Association is planning the 46th Annual Art in the Park on Sunday, August 16th. They would like to hold this event at Susana Street Park, which requires a Special Request from the PRMCC.

The Arts Association has submitted the event permit application, which is still being reviewed by the Special Event Review Committee.

Attendance:
Projected to be 4,000 to 5,000

Special Event Permit:
Yes.

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: 5-8-15

Your Name: Sandi Sherwood

Organization (if applicable): Martinez Arts Association

501(c) Origination yes Y/N ID #: 550542

Address (organization or home): PO Box 2304 Martinez CA 94553

Phone: (hm) 808-1143 (wk) _____

Date of Event: August 16 2015

Time and Duration of Event: 6:00 am to 7:00 pm

Location: Susana Park OR the Ignacio Plaza

Family/Group Size: 2000-3000 attendees

Purpose of Gathering: Art in the Park w/Live Music Festival

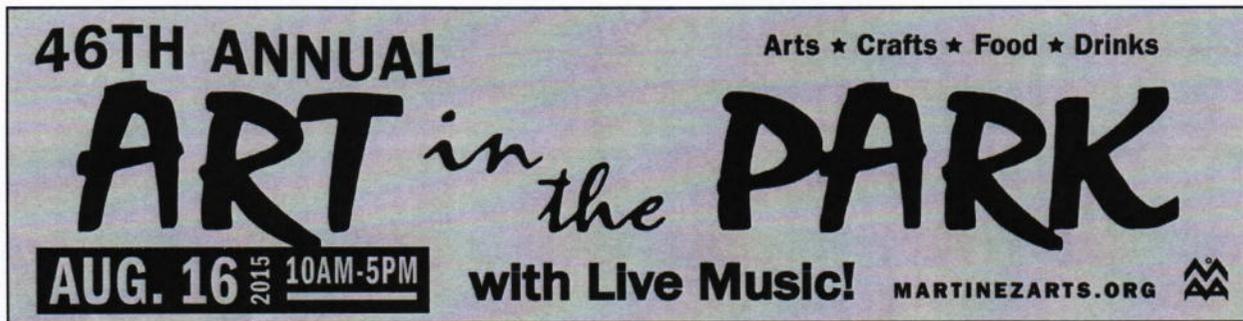
What is your Special Request? (Please check all that applies)

- 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: Community event that benefits the Martinez Unified School District.

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.



May 4, 2015

TO: Resident
525 HENRIETTA ST MARTINEZ, CA 94553-2337

RE: ART IN THE PARK WITH LIVE MUSIC 2015

Dear Neighbors:

The Martinez Arts Association wishes to schedule its 46th annual *ART IN THE PARK WITH LIVE MUSIC* for Sunday, August 16th, 2015.

Because of pending construction on Susana Park it is unclear at this time whether we will be in Ignacio Plaza or Susana Park.

- If we are at Plaza Ignacio Martinez (City Hall), we are requesting full use of that park on that day, as well as the closure of Castro Street between Henrietta & Susana Streets between the hours of 6:00 -10:00 am and 5:00 – 7:00 pm.
- If we are at Susana Park, we are requesting full use of the park on that day, as well as closure of both Estudillo and Henrietta Streets bordering the park between the hours of 6:00 am to 7:00 pm.

On Tuesday, May 19th, at 7 p.m., at City Hall Council Chambers, 525 Henrietta Street, The MAA will be at the PRMCC (Park, Recreation, Marina, and Cultural Commission) meeting to get final approval for this event. If you have any questions about the meeting, please call Robin Agostino at 372-3510

- For any questions regarding the Martinez Arts Association, please contact us at info@martinezarts.org.

Sincerely,



MARTINEZ ARTS ASSOCIATION

P O Box 2304, Martinez, CA 94553

A not-for-profit organization

Martinez Arts Association is a 501(c)(3) non-profit California corporation.

550542

ARTICLES OF INCORPORATION
OF
MARTINEZ ARTS ASSOCIATION

**ENDORSED
FILED**
In the office of the Secretary of State
of the State of California
AUG 2 1968
FRANK M. JORDAN, Secretary of State
By P. C. VOGEL
Deputy

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, for the purpose of forming a nonprofit corporation under the laws of the State of California do certify:

FIRST: The name of this corporation is MARTINEZ ARTS ASSOCIATION.

SECOND:

(a) The specific and primary purposes for which this corporation is formed are to operate to stimulate and develop the advancement of literary, artistic and cultural interests and activities in the City of Martinez, State of California.

(b) The general purposes for which this corporation is formed are to operate exclusively for charitable and educational purposes.

(c) This corporation shall have and exercise all rights and powers conferred on corporations under the laws of the State of California, provided, however, that this corporation is not empowered to engage in any activity which in itself is not in furtherance of its purposes as set forth in subparagraphs (a) and (b) of this Article SECOND.

(d) No part of the net earnings, properties or assets of this corporation, on dissolution or otherwise, shall enure to the benefit of any private person or persons.