



DATE: July 28, 2015

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 25th (set up), Saturday 26th (event) and Sunday, September 27th (breakdown and clean up)

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

Event Info:
This is the 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



****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: 7.27.15

Your Name: _____

Organization (if applicable): MARTINEZ CHAMBER OF COMMERCE

501(c) Origination YES Y/N ID #: _____

Address (organization or home): 603 MARINA VISTA

Phone: (hm) _____ (wk) _____

Date of Event: SATURDAY, SEPTEMBER 26, 2015

Time and Duration of Event: SET-UP - SEPT 25, 2015 - 10-6pm + SEPT. 26 - 8-6pm^{am}
EYENT-9/26-6pm-11pm - CLEAN-UP 9/27

Location: YGNACIO PLAZA, 525 HENRIETTA

Family/Group Size: 500

Purpose of Gathering: MARTINIS 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: FUNDRAISER FOR THE
MARTINEZ CHAMBER

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.



TREASURY DEPARTMENT

WASHINGTON 25



OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO
COMMISSIONER OF INTERNAL REVENUE
AND REFER TO

IT:P:T:1 :RO'B

JAN 25 1945

Martinez Chamber of Commerce
628 Ferrey Street, Post Office Box 430
Martinez, California

Gentlemen:

It is the opinion of this office, based upon the evidence presented, that you are exempt from Federal income tax under the provisions of section 101(7) of the Internal Revenue Code and corresponding provisions of prior revenue acts.

Accordingly, you will not be required to file income tax returns unless you change the character of your organization, the purposes for which you were organized, or your method of operation. Any such changes should be reported immediately to the collector of internal revenue for your district in order that their effect upon your exempt status may be determined.

Since any organization which is exempt from Federal income tax under the provisions of section 101 of the Internal Revenue Code also is exempt from the capital stock tax pursuant to the express provisions of section 1201(a)(1) of the Internal Revenue Code, you will not be required to file capital stock tax returns for future years so long as the exemption from income tax is effective.

You will be required, however, to file annually, beginning with your current accounting period, an information return on Form 990 (Revised May 1944) with the collector of internal revenue for your district so long as this exemption remains in effect. This form may be obtained from the collector and is required to be filed on or before the 15th day of the fifth month following the close of your annual accounting period.

The collector of internal revenue for your district is being advised of this action.

By direction of the Commissioner.

Very truly yours,

Deputy Commissioner.

1489M-Aug. 1944



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

July 24, 2015

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

To: Neighbors of Ygnacio Plaza Park

Re: *Martini's on the Plaza Gala* September 26, 2015 - 6:30pm-11:00pm

Dear Ygnacio Park Neighbor:

The Martinez Chamber of Commerce would like to respectfully notify local neighbors of Ygnacio Plaza Park, between Martinez City Hall and the Boys & Girls Club, that we propose to hold a Gala Event at the Plaza on Saturday, September 26, 2015 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 27, 2015 and will take approximately 4 hours. Security guards will be posted at the location from 8 pm, Friday, September 25 through Saturday, September 26 at 9:00 am and Saturday, September 26 from 11 pm to Sunday, September 27, 2015.

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, Recreation, Marina and Cultural Commission, located at 525 Henrietta Street in the Council Chambers on **Tuesday, August 18, 2015 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