



DATE: February 10, 2016

TO: Parks, Recreation, Marina and Cultural Commission

FROM: Recreation Staff

SUBJECT: Special Request for Use of Hidden Valley Poplar and Sycamore

Applicant seeks approval for use of Hidden Valley Poplar and Sycamore. Pertinent details are listed below.

Applicant:
Dan Watson, Creekside Church

Park Request:
11:00-1:00 pm at Hidden Valley Poplar and Sycamore.

Reservation Date Request:
Saturday, March 19, 2016

Special Request(s):
Use of Hidden Valley's, Poplar and Sycamore. April 2nd start of rental season.

Event Info:
Easter Egg Hunt and games for families. This event will be publicized in the local newspapers and school flyers.

Attendance:
Projected to be 100

Special Event Permit:
Yes (pending)

Letter to neighbors:
NA

Fees waver:
N/A

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: 2-10-16

Your Name: Sam Watson

Organization (if applicable): Creekside Church

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

Address (organization or home): 444 Fig Tree Ln.

Phone: (hm) _____ (wk) 925.728.8156

Date of Event: Mar. 19, 2016

Time and Duration of Event: 10-2

Location: Hidden Valley Park - Sycamore & Poplar

Family/Group Size: 100+

Purpose of Gathering: Family Games & Egg Hunt

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): Prior to April 2nd start of Rental Season

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.