



**DATE:** March 9, 2016

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

**FROM:** Recreation Staff

**SUBJECT:** Special Request for Use of Waterfront Group and Grass Area – King of County BBQ and Music Festival

Applicant seeks approval for use of the Waterfront Group and Grass Area. Pertinent details are listed below.

**Applicant:**

Martinez Chamber of Commerce Julie Sabbagh

**Park Request:**

Waterfront Group and Grass Area

**Reservation Date Request:**

Thursday, June 16 – Friday, June 17 (setup), Saturday, June 18 – Sunday, June 19 (event and cleanup)

**Special Request(s):**

Amplified sound, fee waiver or reduction, sale of alcohol, lawn area, non-picnic uses, and more than park capacity

**Event Info:**

This is the annual Chamber of Commerce King of the County BBQ Challenge and Music Festival with children's play zone, BBQ competition, arts and crafts, food, beer and wine

**Attendance:**

Projected to be 12,000 to 15,000

**Special Event Permit:**

Yes (pending)

**Letter to neighbors:**

N/A

**Park Deposits and Fees:**

Waterfront Rental Fee: \$105/day (\$420 total for 4 days)

Waterfront Lawn Rental Fee: \$100/day (\$400 total for 4 days)

Total Fees: \$820

Deposit \$ 700

**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: 1 22 16

Your Name: Julie Sabbagh

Organization (if applicable): Martinez Chamber of Commerce

501(c) Origination 501C6 Y/N ID #: 946659616

Address (organization or home): 603 Marina Vista Avenue

Phone: (hm) \_\_\_\_\_ (wk) 925-228-2345

Date of Event: June 18<sup>th</sup> - 19<sup>th</sup>

Time and Duration of Event: June 16<sup>th</sup> - 19<sup>th</sup>

Location: Martinez Waterfront Park

Family/Group Size: 12,000 - 15,000

Purpose of Gathering: King of the County BBQ & 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: \_\_\_\_\_

**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.**