



**DATE:** May 9, 2016

**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 21, 2016

**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 Annual Art in the Park on Sunday, August 21. 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**

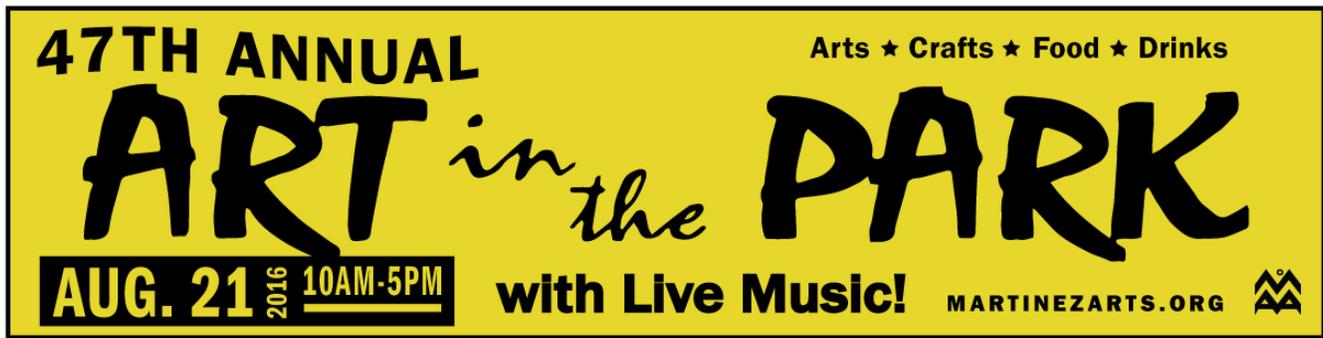
All MUSD permits fitting the #1 Eligibility definition of use will not come to PRMCC and will be approved administratively.

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



May 2, 2016

TO: Resident

RE: **Art in the Park with Live Music!** 2016

Dear Neighbors:

The Martinez Arts Association wishes to schedule its 47<sup>th</sup> annual **Art in the Park with Live Music!** on Sunday, August 21st, 2016.

- We are requesting full use of Susana 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 17th 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 925.372.3510

- For any questions regarding the Martinez Arts Association, please contact us at [artinthepark@martinezarts.org](mailto:artinthepark@martinezarts.org).

Regards,

Art in the Park Committee 2016



**MARTINEZ ARTS ASSOCIATION**

P O Box 2304, Martinez, CA 94553

A not-for-profit organization