



**DATE:** July 11, 2016

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

**FROM:** Recreation Staff

**SUBJECT:** Special Request for Use Ignacio Plaza

Applicant seeks approval for use of the Ignacio Plaza. Pertinent details are listed below.

**Applicant:**  
Danielle Liberty and Annette Liberty.

**Park Request:**  
Ignacio Plaza.

**Reservation Date Request:**  
Saturday, May 27, 2017.

**Special Request(s):**  
Amplified sound, non-picnic uses, and more than park capacity.

**Event Info:**  
John Mangahas and Danielle Liberty wedding reception.

**Attendance:**  
Projected to be 350.

**Special Event Permit:**  
N/A

**Letter to neighbors:**  
Yes.



## \*\*SPECIAL REQUEST FORM\*\*

Martinez Park and Recreation Division  
525 Henrietta Street, Martinez, CA 94553  
Ph: (925) 372-3510 Fax: (925) 372-3509

All questions must be completely filled out: Date: \_\_\_\_\_

6/24/16  
Your Name: Danielle Liberty (sister) / Annette Liberty (mother)

Organization (if applicable): \_\_\_\_\_

501(c) Origination \_\_\_\_\_ Y/N ID #: \_\_\_\_\_

Address (organization or home): 83 Knollview Ct. Martinez, CA 94553

Phone: (hm) 925-683-9109 (wk) \_\_\_\_\_

Date of Event: 5/27/17

Time and Duration of Event: Plaza Ignacio Park 9AM-10PM

Location: Plaza Ignacio Park

Family/Group Size: ~~300~~ 350

Purpose of Gathering: Wedding Reception

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 Parks, Recreation, Marina and Cultural Commission (PRMCC) meets on the third Tuesday of each month. The Commission will review appropriate requests and make its determination at a scheduled meeting. The Applicant or a representative is encouraged to attend the meeting to answer any questions from the Commission. All inquiries should be received at the above address no later than one week prior to the scheduled Commission meeting.**

Dear Plaza Ignacio Park Neighbor:

We are sending this letter to respectfully notify all of our local neighbors of Plaza Ignacio Park, between Martinez City Hall and the Boys and Girls Club, that we plan to have our wedding reception at the Plaza on Saturday, May 27, 2017 from approximately 2:00pm-10:00pm. There will be one hour clean up scheduled to finish by 11:00pm.

The caterers and table renting company will come in the morning of the event to set up. We are working with professional companies; therefore neighbors should not be affected in any way. This is a private event, and we will have a professional DJ that will abide by the local noise ordinance. Since we have requested to have amplified sound at this location, our request will be heard by the Parks and Recreation Commission located at 525 Henrietta Street in the Council Chambers on Tuesday, July 19, 2016 at 7:00pm.

If you have any questions or concerns, please contact the Recreation Department at (925) 372-3510. Thank you for your time and understanding as we plan our perfect wedding day.

Sincerely,

John Mangahas & Danielle Liberty