



**Recreation Division**  
 525 Henrietta Street  
 Martinez, CA 94553  
 925-372-3510

<i>Office Use Only</i>	
Deposit \$ _____	Date Rec'd <u>2/18/10</u>
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # _____
Check# _____ / _____	CC _____ Cash _____
{Special Request} date approved _____	
Received by <u>Robin</u>	

# FACILITY RESERVATION PERMIT

**Group/Business Name** Martinez Chamber of Commerce **Work#** 228-2345  
**Applicant/Representative** Cynthia Murdough **Home#** \_\_\_\_\_  
**Address** 603 Marina Vista, Martinez  
(Number) (Street) (City) (Zip)

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
<b>25 person capacity per pod</b> <input type="checkbox"/> Hidden Valley 1 <input type="checkbox"/> Hidden Valley 2 <input type="checkbox"/> East-Nancy Boyd <input type="checkbox"/> West-Nancy Boyd <input type="checkbox"/> Morello Park <input type="checkbox"/> Golden Hills	\$50	\$28	\$50	\$94
<b>75 person capacity</b> <input type="checkbox"/> Gazebo (Rankin) <input type="checkbox"/> Peppertree (Rankin)	\$100	\$55	\$99	\$187
<b>125 person capacity</b> <input type="checkbox"/> 1/2 Waterfront Group Area	\$125	\$66	\$132	\$187
<b>250 person capacity</b> <input type="checkbox"/> Waterfront Group Area	\$125	\$105	\$259	\$303
<b>350 person capacity</b> <input type="checkbox"/> Olive Grove (Rankin)	\$125	\$105	\$259	\$303
<b>Special Request Park Use*</b>	\$150*	\$105*	\$127*	\$193*

\*Specialized park use not listed in the fee schedule must be approved by the Park & Recreation Commission. Deposit and fees may be higher.

Date	Facility Requested	Reservation Hours	Est. Attend.	Balance of Fees Due by:
May 14, 2010	Ignacio Plaza		350-450	
		Set up 12:00 p.m. Event 6:30-11 p.m.		
<b>Jump House Co.</b>				

**PARK AND RECREATION DEPARTMENT DEPOSIT POLICY FOR PICNIC RENTALS**

If deposit payment is by check, the check will be cashed 1 to 3 days after received. If the park is left in acceptable condition the City will refund the deposit to the renter two weeks after their picnic date. **The check must match the applicant's name on the picnic permit.** If deposit payment is made by credit card, your credit card information will be kept on file with the Department. If the park is left in acceptable condition no fee will be assessed and the credit card will not be charged. If the park renter falsifies residency, group number or cause damages the deposit fee will be incurred and your credit card will be charged the entire deposit fee.

**I, the undersigned have read and understand all the information provided on both sides of this agreement. I hereby agree to be bound by the conditions and stipulations.**

\_\_\_\_\_  
 RENTER Date



## \*\*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: 2/18/2010

Your Name: Cynthia A. Murdough

Organization (if applicable): Chamber of Commerce

Address (organization or home): 603 Marina Vista, Martinez, CA 94553

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

Date of Event: May 14, 2010

Time and Duration of Event: 6:30<sup>PM</sup> - 11 PM (12pm set up time)

Location: M Ygnacio Plaza

Family/Group Size: 350 - 450

Purpose of Gathering: Martini's on the Plaza fundraising Gala for the Chamber of Commerce

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): Boys + Girls Club 70 beneficiary

Special Request Justification: \_\_\_\_\_

**Note: The Park and Recreation 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 Park and Recreation Commission and City Council.**

**The Commission meets on the first Tuesday of each month. All inquires should be received at the above address no later than one week prior to scheduled Commission meeting.**