



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: July 13, 2010
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Use of Susana Park for Special Event

RECOMMENDATION

- Approve the special request from the Martinez Arts Association for the use of Susana Street Park on Sunday, August 15, 2010 allowing amplified music, use of non-picnic area, exceeding park capacity and the sale of alcoholic beverages.
- Consider waiving of \$105.00 park use fee.

BACKGROUND

A special request has been received from the Martinez Arts Association, for the use of Susana Street Park on Sunday, August 15, 2010 from 8:00am until dusk for their annual “Art in the Park” fundraiser. The Martinez Arts Association is a non-profit organization that holds this event every year to benefit arts education in the Martinez schools. Admission is free to this event.

In previous years, the Commission has waived all associated fees. This is a community event in which artists is encouraged to display and sell art. The event has a community wide benefit; they do meet the 50% Martinez residents and 501(c) requirements to be considered for fee waiver. They also donate all the money to support Graduating Martinez Seniors pursuing art degrees in the form of college scholarship/grant awards.

The Arts Association has completed a Special Events permit that will address the needed street closures.

Attached: Reservation Permit Form
Special Request Form



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

Office Use Only	
Deposit \$ _____	Date Rec'd <u>7/7/10</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 Arts Association Work# 980-5974

Applicant/Representative Kerre Reese Home# _____

Address P.O. Box 2304, 94553
 (Number) (Street) (City) (Zip)

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
25 person capacity per pod <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
75 person capacity <input type="checkbox"/> Gazebo (Rankin) <input type="checkbox"/> Peppertree (Rankin)	\$100	\$55	\$99	\$187
125 person capacity <input type="checkbox"/> 1/2 Waterfront Group Area	\$125	\$66	\$132	\$187
250 person capacity <input type="checkbox"/> Waterfront Group Area	\$125	\$105	\$259	\$303
350 person capacity <input type="checkbox"/> Olive Grove (Rankin)	\$125	\$105	\$259	\$303
Special Request Park Use*	\$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:
August 15, 2010	Susana Park	8 to Dusk	3000	
	Jump House Co.			

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



MARTINEZ ARTS ASSOCIATION

July 3, 2010

Parks and Recreation Commission
Martinez City Hall
525 Henrietta Street
Martinez CA 94553
Re: ART IN THE PARK WITH LIVE MUSIC 2010

Dear Commissioners:

The Martinez Arts Association wishes to schedule its 41st annual ART IN THE PARK WITH LIVE MUSIC for Sunday August 15th 2010. We request full use of the Susana Park on that day, as well as the closure of Estudillo and Henrietta Streets, bordering the park. We also request a waiver of the park rental fee, in that we are a not for profit 501(c)(3) organization.

Attached with his letter is the City of Martinez Special Event Permit Application, evidence of insurance & the map of requested street closures. We will be serving beer and wine and can provide the liability waiver when requested.

For any questions, please contact me at 925-980-5974 or email Kerre_reese_arts@yahoo.com.

Sincerely,

Kerre Reese, V.P Martinez Arts Assoc.
Art in the Park Coordinator

Cc: Martinez City Council
City Manager

P. O. Box 2304
Martinez, CA 94553



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: July 1

Your Name: CATHY RIGGS

Organization (if applicable): MARTINEZ ARTS ASSOCIATION

Address (organization or home): P.O. Box 2304 MARTINEZ

Phone: (hm) 925 9805974 (wk) _____

Date of Event: AUGUST 15

Time and Duration of Event: 10-5

Location: SUSANA ST PARK

Family/Group Size: _____

Purpose of Gathering: COMMUNITY CELEBRATION - ART SALES
LIVE MUSIC

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: tradition!

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.