



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: August 17, 2010
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Rental of Ignacio Plaza

RECOMMENDATION

- Conditional approval for use of Ignacio Plaza with amplified sound on Saturday, October 2, 2010 from 12:00 p.m. until 9:00 p.m. contingent on no significant adverse effects are determined by PRMCC in September after noticing of surrounding neighbors.

BACKGROUND

A special request has been received from the Rob Schroder, for the use of Ignacio Plaza on Saturday, October 2, 2010 from 12:00 p.m. until 9:00 p.m. for a wedding reception. It is not uncommon to have wedding receptions and weddings in the plaza.

The use policy for Ignacio Plaza allows for one event a month in the months of March – October with two allowed in September. The policy also indicates that noticing of the neighbors surrounding the plaza *may be required* before the event is approved at the Commission meeting. This is so residents can express concerns and have them considered by the PRMCC before approving the activity. The applicant is currently out of town, but given the timing of the request it is being brought forth for initial consideration for the Commission. If the application is conditionally approved, the applicant will be asked to send out notices to the neighbors around Ignacio Plaza inviting them to give their comments to the Commission at the September PRMCC meeting.

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>7/21/10</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 _____ Work# 934-6789

Applicant/Representative Rob Schroder Home# 708-1469

Address 100 Green Street, 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:
October 2, 2010	Ignacio Plaza	12 to 9 p.m.	300	
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 _____



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: 7/21/10

Your Name: Rob Schroder

Organization (if applicable): _____

Address (organization or home): 100 Green St. Martinez

Phone: (hm) 708. 1469 (wk) 934. 6789

Date of Event: 10/2/10

Time and Duration of Event: 12:00 pm - 9:00 pm

Location: Ignacio Plaza

Family/Group Size: ~ 300

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 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.