



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: October 19, 2010
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Reservation of Lawn Area at Waterfront Park

RECOMMENDATION

- Approve the special request for use of the lawn area on Saturday, October 23, 2010, from 11:00a.m. –4:00 p.m. of the lawn area and pavilion.

BACKGROUND

A special request has been received from Anne Finke on behalf of Shell Oil for rental of the lawn area and pavilion at Waterfront Park for a company employee picnic.

Shell would like to use the lawn area and pavilion from 11:00a.m. until 4:00 p.m. on Saturday, October 23, 2010. The event includes reservation of the group picnic area for food service and consumption. They plan to use the lawn area includes bounce houses, amplified sound, entertainment. They expect approximately 300 attendees throughout the course of the day. Shell will be providing portable toilets, insurance and clean-up of the area when they are done. If approved, Shell will pay the \$194 user fee for use of these areas.

Attached: Special Request Form



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: Oct. 15, 2010

Your Name: Anne Fincke

Organization (if applicable): Shell Products US

Address (organization or home): P.O. Box 711, Martinez, CA 94553

Phone: (hm) (925) 200-7986 (wk) (925) 313-3462

Date of Event: October 23, 2010

Time and Duration of Event: 10 a.m. - 4 p.m.

Location: Waterfront Grass Area and Pavillion

Family/Group Size: 300

Purpose of Gathering: Company Picnic

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: Insurance on file with the city.

Porta Potties have been rented with handwash station

Note: The Park Recreation, Marina and Cultural 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 PRMCC and City Council.

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