



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: March 16, 2011
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Senor Del Encino Gathering in Susana Park

RECOMMENDATION

- Approve the special requests for use of Susana Park for the Senor Del Encino gathering on Sunday, May 26, 2011, from 3:00p.m. –6:45p.m. which include:
 - Use of the park
 - Amplified Sound
 - Exceed park capacity

- Consider request for Fee Waiver, fee for use is \$105.00.

BACKGROUND

A special request has been received from Carlos Nunez a Martinez resident for rental of Susana Park for the Senor Del Encino Gathering he is organizing before the St. Catherine's mass. After the gathering it is anticipated attendees will go to mass at the church. This purpose of the gathering is for the public to view the inside of a tree trunk that bears an image of Jesus in the wood.

He is requesting to use the park for the gathering from 3:00p.m. until 6:45p.m. Sunday, May 26, 2011. The event includes use of amplified sound and is expected to draw 300 people to the park. This event was held in the park last year without incident and is open to the public with no charge.

They are also requesting a fee waiver in the amount of \$105.00. He did receive a fee waiver last year, however according to our new Fee Waiver Policy (see attached) it does not appear he meets any of the four criteria.

Attached: Special Request Form, Park Fee Waiver Policy

Park Use Fee Waiver Policy

Eligibility

There are four types of users that are eligible for Park Use Fee Waiver:

1. Martinez School use – Uses submitted by the MUSD for the purpose of serving their students.
2. Non-profit Community Groups: These groups have 501(c) status in good standing with the State and meet the following:
 - 50% of members are Martinez Residents
 - Event or activity has a community wide benefit
 - Paying fee would create a financial hardship for the group that would endanger the group's ability to conduct the event.
3. City Co-sponsored Groups/Events – Groups that receive regular financial support from the City or Events in which the City is participating as key supporter of the event.
4. Community Fundraiser– This category is targeted for events put on by Martinez Residents for impromptu fundraisers in which all the proceeds go to the cause and the event is open to the public.

Review and Approval

All Martinez School use permits fitting the #1 Eligibility definition of use will not come to PRMCC and will be approved administratively.

Users that meet the definition of use or user #2 through #4

- Application for Park Use Fee Waiver must be received 30 days in advance
- The PRMCC reviews and approves/denies Park Use Fee Waiver Applications at the regular PRMCC meetings
- PRMCC may waive any portion of fees up to 100%

Procedure

- Complete a Park Use Reservation application and submit deposit
- Complete a Special Request Form 30 days prior to the event
- Attend PRMCC Meeting Review of Application



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

Office Use Only	
Deposit \$ _____	Date Rec'd <u>3/7/11</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 St. Catherine's Señor del Encino Clebration Work# _____

Applicant/Representative Jaun Carlos Nuñez Home# 370-3428/360-2586

Address 2610 Rieliez Valley Road, 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"/> ½ 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:
May 26, 2011	Susana Park	8 to Dusk	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: 3-4-11

Your Name: Juan Carlos Nuñez

Organization (if applicable): _____

Address (organization or home): 2610 Rielier Valley Rd.

Phone: (hm) (925) 370-3428 (wk) (925) 360-2586

Date of Event: 5-26-11

Time and Duration of Event: 5 Hrs 3pm - 6:45 pm

Location: Susana Park

Family/Group Size: 300

Purpose of Gathering: Señor del Encino

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 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.

Sample of past event



CALENDARIO

Mayo 21 Jueves, Brentwood

Hacienda Las Palmas, de Luis Perez, 5810 Balfour Rd, Expuesto 12:00pm, Misa 7:00pm
Preguntas: Lupe Jimenez (925) 408-7962

Mayo 22 Viernes, Richmond

Iglesia San Marcos, 159 Harbor Way, Expuesto 5:00pm, Misa 6:00pm
Preguntas: Antonio Mercado (510) 232-8324

Mayo 23 Sabado, Pittsburg

Taqueria Yahualica, 13 S. Bella Monte Ave, Expuesto 10:00am, Procecion 12:00pm hacia
Lynbrook Park, Kevin Dr (Entre Shellie Ct y Kenneth Ct,) Misa 2:00pm
Preguntas: Ines Gallo (925) 628-6048 o Ruben (925) 234-0524

Mayo 24 Domingo, Gilroy

Iglesia San Mary, 11 1st St, Expuesto 1:00pm, Misa, 2:00pm
Preguntas: Donato o Xochitl (408) 590-4789 o (408) 590-6032

Mayo 25 Lunes, Martinez

Expuesto En El Susana Park 3:00pm, Esquinas De Susana St & Estudillo St
Misa 6:00pm en La Iglesia Santa Catalina, Esquina De Estudillo St & Mellos St,
Preguntas: Carlos Nunez (925) 372-0397

Mayo 26 Martes, Bay Point

Rancho De Miguel Vazquez, 1 Hill St, Expuesto 4:00pm
Preguntas: Miguel Vazquez (925) 864-0819



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: March 16, 2010
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Chamber Use of Waterfront Park for King of the County BBQ Event

RECOMMENDATION

- Approve the following special requests for Waterfront Park on Saturday and Sunday, June 18 - 19, 2011, from 11a.m. – 6 p.m.
 - Use of lawn area
 - Use of amplified music request
 - Consumption and sale of alcohol with ABC permit
 - Allow for more users than typical for park use
 - Allow non-picnic uses to occur
 - Consider request to waive park rental fees in the amount of \$205.00

BACKGROUND

A special request has been received from Cynthia Murdough on behalf of the Chamber of Commerce for uses in Waterfront Park as shown above.

This is for the annual King of the County BBQ event that occurs in Martinez each year. The attendance expected is 15,000 people over two days. This event was very well received last year and was a major fundraiser for the Chamber of Commerce. This event has become a regional draw and benefits much of the Martinez community.

A waiver of park rental fees in the amount of \$205.00 for use of the park is also requested. The fees for this event have been waived in the past. Per the Park Fee Waiver Policy they are eligible for a full or partial fee waiver.

3. City Co-sponsored Groups/Events – Groups that receive regular financial support from the City or Events in which the City is participating as key supporter of the event.

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>2/17/11</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 Chamber of Commerce **Work#** 228-2345

Applicant/Representative Cynthia Murdough **Home#** 917-1179

Address 603 Marina Vista, 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"/> ½ 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:
June 18, 19, 2011	Waterfront Group	8 to Dusk	15,000+	
	(Lawn Rental \$100/Deposit\$125)			
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: 2/16/2011

Your Name: Cynthia A. Murdough

Organization (if applicable): Martinez Chamber of Commerce

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

Phone: (hm) (925) 917-1179 (wk) (925) 228-2345

Date of Event: 6/18 - 6/19/2011

Time and Duration of Event: 11^{AM} - 6^{PM} 6/18 - 6/19/2011

Location: Martinez Waterfront Park

Family/Group Size: 15,000+ attendees

Purpose of Gathering: King of the County Barbeque Challenge
& Music Festival

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: We are a non-profit organization promoting our city with limited resources. A fee waiver would help us to meet our budget and partner with our city to present the best event ever.

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.



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: March 16, 2011
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Car Club Request for Amplified Sound in Waterfront Park

RECOMMENDATION

- Approve the special request for use of amplified sound in Waterfront Park on Saturday, July 23, 2011, from 8:00a.m. – 5:00p.m.

BACKGROUND

A special request has been received from Melissa Skaggs on behalf of the Excandalow Car Club to use amplified sound at Waterfront Park.

The Excandalow Car Club would like to use amplified sound from 8:00 a.m. until 5:00 p.m. Saturday, July 23, 2011 for their car club picnic.

Attached: Special Request Form



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

Office Use Only	
Deposit \$ <u>On file</u>	Date Rec'd <u>2/15/11</u>
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # <u>006/11</u>
Check# _____ / _____	CC _____ Cash _____
{Special Request} date approved _____	
Received by <u>Robin</u>	

FACILITY RESERVATION PERMIT

Group/Business Name Excandalow Car Club Work# _____

Applicant/Representative Melissa Skaggs Home# _____

Address 323 Freda Court, 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"/> ½ Waterfront Group Area	\$125	\$66	\$132	\$187
250 person capacity <input checked="" 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:
July 23, 2011	Waterfront Group	8 to Dusk	250	
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: 2/15/11

Your Name: Melissa Skaggs

Organization (if applicable): Expendable car club

Address (organization or home): 323 Freda Ct ; Martinez, Ca. 94553

Phone: (hm) 957-6481 (wk) 360-9951

Date of Event: 7/23/11

Time and Duration of Event: 8am - 5pm (arrive @ 6:30-7am to set up)

Location: Waterfront

Family/Group Size: _____

Purpose of Gathering: Car club picnic / 1st annual 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): people will be bringing there cars to the event - need to reserve parking lot if possible

Special Request Justification: _____

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.



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: March 16, 2011
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Parrish Festival and Car Show

RECOMMENDATION

- Approve the special request for use of Ignacio Plaza with amplified sound and consumption of alcohol on Saturday, October 1, 2011, from 9:00a.m. – 5:00p.m.
- Consider request for Fee Waiver, fee for use is \$105.00.

BACKGROUND

A special request has been received from Annette Liberty on behalf of St. Catherine's of Sienna School for rental of Ignacio Plaza for a Parrish Festival and Car Show fundraiser.

St. Catherine's of Sienna School would like to use the plaza area to park cars on from 9:00a.m. until 5:00p.m. Saturday, October 1, 2011. The event includes 45 cars. Staff recommends limiting the number of parked cars in the plaza to 15 cars. They might be able to park cars in the parking lot, but should coordinate such use with the Martinez Police department. The event includes use of amplified sound, alcohol consumption (with ABC permit) and use of the Ignacio Plaza. The special request includes approval for use of the plaza, amplified sound and alcohol consumption with ABC permit.

They are also requesting a fee waiver in the amount of \$105.00. This user is eligible for a full to partial waiver per the Park Fee Waiver Policy:

2. Non-profit Community Groups: These groups have 501(c) status in good standing with the State and meet the following:

- *50% of members are Martinez Residents*
- *Event or activity has a community wide benefit*
- *Paying fee would create a financial hardship for the group that would endanger the group's ability to conduct the event*

Attached: Special Request Form, Ignacio Plaza Policy



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

Office Use Only	
Deposit \$ _____	Date Rec'd <u>3/4/11</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 St. Catherine's Parish Work# 228-2230X26

Applicant/Representative Anette Liberty Home# _____

Address 125 Ferry 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 1, 2011	Ignacio Plaza	8 to Dusk	100+	
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: 3-1-11

Your Name: Annette Liberty

Organization (if applicable): Saint Catherine's Parish

Address (organization or home): 1625 Ferry St, Martinez

Phone: (hm) 228-8428 (wk) 228-2230 x26 ask for Diana

Date of Event: 10-1-2011

Time and Duration of Event: 9am - 5pm

Location: City Hall Plaza

Family/Group Size: 100+

Purpose of Gathering: Parish Festival / Car Show

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): Park Cars in Plaza for Car Show

Special Request Justification: Loud music (maybe), Fee Waived - we are non-profit, Sale of alcohol with food at parish

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.

Facility Use Policy- Ignacio Plaza

Ignacio Plaza

Ignacio Plaza is located at 525 Henrietta Street, between Alhambra and Castro Streets. It is primarily a pedestrian plaza surrounded by a residential neighborhood on two sides and bordered by Martinez City Hall and the Boys and Girls Club. Pathways cross the park and intersect at a central memorial fountain. Pathways are lit and lined with wrought iron benches and shaded by trees. Off street public parking is limited in front of City Hall.

Availability & Priority of Use

Plaza Ignacio Martinez is primarily used as a pedestrian plaza. Generally, it is NOT available for group use or rental. Exceptions to the "no rental use" may be made on a case by case basis by approval of a Special Request Facility Use Permit. No more than one (1) special event per month will be considered during the park rental season (March through October), except for September that may have two (2) events on non-consecutive weekends.

Special event activities will be considered on a case by case basis and scheduled in the following order: a) City sponsored events, (such as Recreation & Parks); and, b) community non-profit or local community organization events.

Special Requests for use should be made to the Parks and Recreation Commission at least 60 days prior to an event on the Special Request Form available from the Recreation and Community Services Division. Applicants shall: 1) complete a Facility Use Agreement Form; 2) indicate the nature of the Special Request use; 3) pay the required deposit and fees; 4) attend the public hearing for recommendation of use permit; and, 4) receive approval for restricted use prior to announcing the use of the Ignacio Martinez Plaza.

Special Facility Use Guidelines

The Ignacio Plaza is subject to the following guidelines in addition to the Standard Provisions to Facility Use Rental Agreement:

1. Event must follow the City's noise ordinance, except as outlined in a permit approved by the Park and Recreation Commission on a case by case basis. (See Martinez Municipal Code, Chapter 8.34 Noise Control and 8.24.150 Hours of Use)
2. Parking that obstructs private driveways is not permitted. (See California Vehicle Code 22500 Sec. a.). Alternative parking may be required for event participants for any event with prospective attendance of over 40 vehicles or 80 persons. Applicant and event organizers may be required to meet with the police department to find a suitable remedy to potential parking and traffic issues in the immediate neighborhood.
3. Events are restricted to less than 500 persons at any one time during the event. Over crowding is not permitted and will result in cancellation of any future event and forfeiture of all fees paid. The event organizers, sponsors, and permit applicant are responsible for the conduct of the event. A responsible adult must supervise the premises for proper facility use during all approved rental hours. Events with more than 250 persons must include coordination with the Martinez Police Department.

Facility Use Policy- Ignacio Plaza

4. Food and beverages must comply with applicable County and State permit requirements. Permits must be displayed on date of event.
5. Rental equipment will not be provided by the City. Storage of event equipment and materials on City property is not permitted either before or after the event. Renter is responsible for all equipment and property.
6. Renter may be required at its own cost to notify neighborhood residents by letter or flyer within a two block radius of the park prior to the Special Request being placed on the agenda of the Park and Recreation Commission. Residents and City must receive notification at least one week prior to the meeting and include the event name, date, time, duration, and name and phone number of the event organizer to contact with questions or concerns.
7. Renter may be required to provide portable toilets for events in compliance with industry standards.

Applicants should thoroughly review the Facility Use Agreement and Standard Provisions to the Rental Agreement. Requests for an exception to the Facility Use Policy must be submitted in writing with the application to enable placement on the proper City agenda for a decision. All provisions and fees apply unless specifically waived, in advance, in writing by the direction of the City Council. Only events with a good track record and whom work with the neighborhood to limit the impacts of their events are eligible for an exemption.

Deposit & Fees

Damage/Security Deposit	RES & Non Profit	NON-Resident
\$150*	\$90	\$115*
*Deposit and fees may be raised based upon the type of event, i.e. for profit, or higher risk events.		



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: March 16, 2011
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Universal Fighting Club Special Request for Community Day

RECOMMENDATION

- Approve the special request for use of Waterfront Park lawn area with amplified sound on Saturday, May 21, 2011, from 9:00a.m. – 4:00p.m.
- Consider request for Fee Waiver, fee for lawn area is \$100

BACKGROUND

A special request has been received from Jason Costanza owner of the Universal Fighting Club for rental of the Waterfront lawn area for a free community day event.

Mr. Costanza would like to use the lawn area from 9:00 a.m. until 4:00 p.m. Saturday, May 21, 2011 to offer free self defense tips and training to children and raise awareness about local businesses.

He is also requesting consideration of a fee waiver for the event, fee for lawn area is \$100. It is unclear if the user meets the criterion shown below of the Park Fee Waiver Policy:

4. Community Fundraiser– This category is targeted for events put on by Martinez Residents for impromptu fundraisers in which all the proceeds go to the cause and the event is open to the public.

Attached: Special Request Form



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

Office Use Only	
Deposit \$ <u>On file</u>	Date Rec'd <u>2/15/11</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# _____

Applicant/Representative Jason Contanza Home# 831-917-5154

Address 4011 Bush Creek, Pittsburg
 (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"/> ½ 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:
May 21, 2011	Waterfront Lawn area	8 to Dusk	110/200	
	Lawn Rental \$100/Deposit \$125			
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: Feb. 19, 2011

Your Name: Jason Dean Castanza

Organization (if applicable): Universal Fighting Arts

Address (organization or home): 4011 Brushcreek Dr Pittsburg 94565

Phone: (hm) (831) 917-5154 (wk) _____

Date of Event: May 21st 2011

Time and Duration of Event: all day 4-6 hours

Location: Martinez Marina

Family/Group Size: 0 - 100

Purpose of Gathering: To bring the community out to a children based self defense seminar will raise awareness and give local businesses a chance to have a little fun.

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): My focus is to make this event as free to the public as possible.

Special Request Justification: My services are free, and every local business that comes will be donating goods for the event.

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.