



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL  
COMMISSION

DATE: July 14, 2011  
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  
Fee Waiver Policy  
Letter to the Neighbors



**\*\*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, 2011

Your Name: Cathy Rizzo

Organization (if applicable): MARTINEZ ARTS ASSOCIATION

Address (organization or home): 1934 ESTUDILLO ST.

Phone: (hm) 925 228-1002 (wk) 228 7353

Date of Event: AUGUST 21, 2011

Time and Duration of Event: 10-5

Location: SUSANA ST PARK.

Family/Group Size: 1000 ±

Purpose of Gathering: COMMUNITY CELEBRATION

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: NON-PROFIT - ALL PROCEEDS GO TO SCHOLARSHIP FOR HIGH SCHOOL SENIORS.

**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.**

MINI GRANTS FOR ELEMENTARY & JR HIGH TEACHERS FOR ART SUPPLIES.

## **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



MARTINEZ ARTS ASSOCIATION

P O Box 2304, Martinez, CA 94553

A not-for-profit organization

# 42nd Annual ART in the PARK with Live Music

Susana Park, Martinez  
Sunday, August 21, 2011

July 12, 2011

Residents around Susan Park  
Martinez CA 94553

Re: ART IN THE PARK WITH LIVE MUSIC 2010

Dear Neighbors,

The Martinez Arts Association wishes to schedule its 42nd annual ART IN THE PARK WITH LIVE MUSIC for Sunday August 21, 2011. We are requesting full use of the Susana Park on that day, as well as the closure of Estudillo and Henrietta Streets, bordering the park.

On Tuesday July 19 at 7 p.m. at City Hall, Council Chambers, 525 Henrietta Street, The MAA will be at the PRMCC (Park, Recreation, Marina, and Cultural Commission) meeting to get final approval for this event. If you have any questions about the meeting, please call Robin Agostino at 372-3510

For any questions regarding the Martinez Arts Association, please contact Kerre Reese 925-980-5974 or email [airtinthepark.martinez@yahoo.com](mailto:airtinthepark.martinez@yahoo.com)

Sincerely,

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

**P. O. Box 2304  
Martinez, CA 94553**