



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: March 16, 2010
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Use of Ignacio Plaza for Martinis in the Plaza by the Chamber

RECOMMENDATION

- Approve the following special requests for Waterfront Park on Friday, September from 6:30pm – 11:00pm
 - Use of amplified music request
 - Consumption and sale of alcohol with ABC permit
 - Allow for more users that typical for park use
 - Allow non-picnic uses to occur
 - Consider request to waive park rental fees in the amount of \$105.00

BACKGROUND

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

This is for the annual “Martinis on the Plaza” event. This event was held in Ignacio Plaza and was well received by the public and neighbors. The attendance expected attendance is between 350-450. This event was very well received last year and was in part a fundraiser for the Boy’s and Girls’ Club.

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
Ignacio Plaza Policy



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

Office Use Only	
Deposit \$ _____	Date Rec'd 7/14/11
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# _____

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"/> 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:
Sept. 16, 2011	Ignacio Plaza	8 to Dusk	450	
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: July 12, 2011

Your Name: Cynthia A. Murdough

Organization (if applicable): Chamber of Commerce

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

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

Date of Event: September 16, 2011

Time and Duration of Event: 6:30^{PM} - 11 PM

Location: M Ygnacio Plaza

Family/Group Size: 350 - 450

Purpose of Gathering: Martini's on the Plaza fundraising Gala for the Chamber of Commerce

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): Boys + Girls Club go beneficiary

Special Request Justification: We are a non-profit and have limited funding and would appreciate the fee waiver. Thank you

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.