



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: September 15, 2011
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Recreation Manager
SUBJECT: Use of Ignacio Plaza for Wedding

RECOMMENDATION

- Formal approval the following special requests for Ignacio Plaza on Saturday, June from 3:00pm – 11:00pm
 - Use of amplified music request
 - Non-picnic Use
 - Exceed Plaza Capacity

BACKGROUND

Sara Albano Special Use Permit for use of Ignacio Plaza to host her wedding reception was conditionally approved at the August PRMCC meeting. Ms. Albano has noticed the neighborhood and is returning for final approval. The City received a letter from a neighbor of Ignacio Plaza. The letter suggest addressing potential parking issues via valet parking and limiting amplified sound until 9:00pm. Given that this event is so far out into the future Staff recommends having the renter do a courtesy notice should to the neighborhood one month before the event in May.

Attached: Reservation Permit Form
Special Request Form
Albano Letter to the Neighborhood
Neighbor response to noticing



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

<i>Office Use Only</i>	
Deposit \$ _____	Date Rec'd <u>7/14/11</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# 229-9700

Applicant/Representative Sarah Albano Home# 787-6089

Address 724 Susana 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"/> 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 30, 2011	Ignacio Plaza	3 to 11pm	200/250	
Jump House Co.	Wedding			

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: 8/8/11

Your Name: Sarah Albano

Organization (if applicable): N/A

Address (organization or home): 724 Susana Stret

Phone: (hm) 787-6089 (wk) _____

Date of Event: June 30, 2012

Time and Duration of Event: 3- 11 p.m.

Location: Ignacio Plaza

Family/Group Size: 250-300

Purpose of Gathering: Wedding

Friday: Set up 8 a.m. until 6 p.m.

Sunday: Take down 9 a.m. until 1 p.m.

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.

*****NOTICE*****

August 25, 2011

From: Sarah Albano

724 Susana Street

Martinez, CA 94553

To: Neighbors of Ignacio Plaza Park

Re: Wedding – June 30, 2012 approx. 2:00pm-11:00pm

Dear Plaza Ignacio Park Neighbor:

I am sending this letter to notify all of my local, fellow neighbors of Plaza Ignacio Park, between Martinez City Hall and the Boys & Girls Club, that we plan to have our wedding reception at the Plaza on Saturday, June 30, 2012 from approximately 2:00pm-10:00pm. There will be one hour for clean-up scheduled to finish by 11:00pm.

If we end up tenting the area, there is a possibility of staff setting up the tents and its contents starting Friday morning, requiring us to have security overnight. The caterers will then come in to set up the morning of the event. Once again, if we have a tent, it will be taken down the following day, with security overnight. We are working with very professional companies; therefore neighbors should not be affected in any way.

This is a private event, and we will have a professional DJ that will abide by the local noise ordinance. Since we have requested to have amplified sound at this location, our request will be heard by the Parks and Recreation Commission located at 525 Henrietta Street in the Council Chambers on Tuesday, September 20, 2011 at 7:00pm.

If you have any questions or concerns, please contact the Recreation Department at (925) 372-3510. Thank you for your time.

Sincerely,


Sarah Albano

Sarah Albano
724 Susanna Street
Martinez CA 94553

Parks & Recreation Commission
525 Henrietta Street
Martinez CA 94553

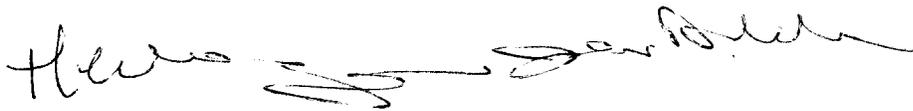
9/3/2011

We are in receipt of your notification of the private wedding party to be held in Ignacio plaza on June 30, 2012. While we appreciate your day of celebration and wish you every happiness. I want to take the time to note that it is an intolerable imposition for residents of the area like myself. My husband works shiftwork at a powerplant and must leave the house at 5:00 am both days that weekend. In addition, parking for a daytime event, (which will incidentally overlap Saturday evening mass at St. Catherine's) will be horrific.

Please rethink your celebration plans to respect the needs of your neighbors. Considering your location a better site might be the Martinez event center at La Tapatia. If you must hold the event in the plaza, a more workable solution would be amplification until only nine pm and off site valet parking.

Thank you for considering our concerns.

Heidi Perryman & Jon Ridler
1205 Castro Martinez CA 94553

A handwritten signature in black ink, appearing to read "Heidi Perryman & Jon Ridler", written in a cursive style.