



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: October 18, 2011
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Community Services Contract Manager
SUBJECT: Use of Ignacio Plaza for Wedding

RECOMMENDATION

- Consider approval of the following special requests for Ignacio Plaza on Saturday, July 28 from 9:00 a.m. – 9:00 p.m.
 - Use of amplified music request
 - Non-picnic Use
 - Exceed Plaza Capacity

BACKGROUND

Megan Bailey's Special Use Permit for use of Ignacio Plaza to host her wedding reception is being brought forth for Commission consideration and approval. Ms. Bailey has already circulated a letter to the neighborhood inviting residents to comment on her requested use of Ignacio Plaza for her wedding reception. The City received an email notice from a neighbor of Ignacio Plaza. Her special use request includes use of Ignacio Plaza, amplified sound, non-picnic use and exceeds plaza capacity. The wedding reception is expected to include 300 people. 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 June.

Attached: Reservation Permit Form
Special Request Form
Bailey Letter to the Neighborhood



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

Office Use Only	
Deposit \$ _____	Date Rec'd <u>9/13/11</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 Shelia Fahy/Megan Bailey Home# _____

Address _____
 (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:
July 28, 2012	Ignacio Plaza	9-9pm	300	
Jump House Co.	Wedding reception			

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: Sept. 13, 2011

Your Name: Sheila Fahy grandmother / Meghan Bailey bride

Organization (if applicable): _____

Address (organization or home): _____

Phone: (hm) _____

Date of Event: July 28, 2012

Time and Duration of Event: 9-9

Location: Playa Ignacio Park

Family/Group Size: 300

Purpose of Gathering: wedding reception

cityofmartinez
CONFIDENTIAL

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.

October 1, 2011

From: Meghan Bailey and James Nicolella

Martinez CA 94553

To: Neighbors of Ignacio Plaza Park

Re: Wedding - July 28, 2011 approx. 2:00pm-11:00pm

Dear Plaza Ignacio Park Neighbor:

I am sending this letter to notify all of my local neighbors of Plaza Ignacio Park, between Martinez City Hall and the Boys and Girls Club, that we plan to have our wedding reception at the Plaza on Saturday, July 28, 2012 from approximately 2:00pm-10:00pm. There will be one hour clean up scheduled to finish by 11:00pm.

The caterers and table renting company will come in the morning of the event to set up. We are working with 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 October 18, 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 and understanding as we plan our perfect wedding day.

Sincerely,

Meghan Bailey
James Nicolella