



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 Susana Park for Concert

### **RECOMMENDATION**

- Consider conditional approval of the following special requests for Susana Park on December 18 from 7:00 p.m. – 9:00 p.m.
  - Use of amplified music request
  - Waiver of park fees
  - Non-picnic Use

### **BACKGROUND**

Phil Ciaramitaro is requesting use of Susana Park on Sunday, December 18 from to do a free holiday concert for the community. Phil is requesting a conditional approval due to the fact that availability of the park may change after tonight's meeting. If approved, Phil will do the requisite noticing and return in November for final approval.

Regarding the request for a fee waiver, per the policy it could be considered under #4 of the 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.*

While this is not a fundraiser it is a volunteer event for the community, there is no fee to attend. Talent and supplies are being donated for the event.

Attached: Special Request Form  
Fee Waiver Policy



**\*\*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: October 5, 2011

Your Name: \_Phillip Ciaramitaro

Organization (if applicable): Community Initiatives of Martinez

Address (organization or home): 3014 Pacheco Blvd, Martinez CA 94553

Phone: Business & Personal - 925-917-0441

Date of Event: Tuesday, December 20, 2011

Time and Duration of Event: 7:00pm – 9:00pm

Location: Susana Park

Family/Group Size: up to 100

Purpose of Gathering: Christmas Chorus & Concert Recital

What is your Special Request? **(Please check all that applies)**

- Please waive park fees
- Provide electricity supply for lighting, if necessary

Others (please explain):

This is a free concert. Chorus & Concert Band will be donating their time and talents for the event.

Special Request Justification: The event is intended to bring fellowship to the neighborhood & community & uplift spirits through the holiday season through music & Christmas cheer. Hot cider & other appropriate holiday snacks will be provided free of charge.

**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.**

## **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