



CITY OF MARTINEZ
PARKS, RECREATION, MARINA & CULTURAL COMMISSION

DATE: March 20, 2012
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Tim Tucker, City Engineer
SUBJECT: Special Request to exceed Waterfront Park Picnic area capacity.

ACTION

Move to approve Special Request to State Superintendent of Public Instruction, Tom Torlakson, for exceeding the 250 person capacity of Waterfront Park Group picnic area by approximately 50 people on October 14, 2012 from 8:00 a.m. to dusk and the installation of a shade structure the day prior.

RECOMMENDATION

Approve request.

BACKGROUND

Staff has received a Special Request to hold an annual picnic event hosted by State Superintendent of Public Instruction, Tom Torlakson, for use of Waterfront Park Group picnic area on October 14, 2012 from 8:00 a.m. to dusk. This is an annual event which normally draws approximately 300 participants. The posted capacity of this picnic area is 250 persons. This year Mr. Torlakson proposes rent the facility for two days. The day prior to the picnic they will be installing a tent over a portion of the picnic area.

Attached:
Special Request Form



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

<i>Office Use Only</i>	
Deposit \$ _____	Date Rec'd <u>3/12/12</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 Tom Torlakson State Public Instution **Work#** _____

Applicant/Representative Jayne Faria **Home#** 228-1215

Address 941 Cournty Run Drive, 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:
October 13, 2012	Waterfront Group	8 to Dusk	300	
October 14, 2012				
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: 3/12/12

Your Name: Jayne Faria

Organization (if applicable): Tom Torlakson

Address (organization or home): 941 Country Run Dr.

Phone: (hm) 228-1215 (wk) cell (925) 482-5748

Date of Event: Oct 13/14, 2012

Time and Duration of Event: 8am until Dusk

Location: Waterfront

Family/Group Size: 300

Purpose of Gathering: BBQ

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): 50 people over large tent

Special Request Justification: _____

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.