

**To: PRMCC Commissioners**

**From: Recreation Staff**

**Date: April 10, 2012**

**Re: OVERVIEW OF RECREATION SPECIAL REQUESTS FOR APRIL 17: Chamber of Commerce**

**Chamber of Commerce, King of the County BBQ.** This event is scheduled for June 16 and 17 at the Waterfront Group and Lawn area. Their request includes amplified sound, lawn use, a fee waiver or reduction (fee waivers have historically been granted for Chamber events), non-picnic uses, alcohol sales, and an exception to the park capacity. Although the Recreation Special Request does not mention carnival rides, the event permit does. If approved, the carnival rides will require special insurance beyond the normal requirements. The Chamber has requested use of the park for two days (Saturday and Sunday); however, the event permit lists setup on Thursday and Friday so it is recommended the Chamber reserve the park for those days as well.

The fees in the box below reflect the four days the Chamber has requested (Thursday-Sunday) in its event permit. The City would roll over the \$125 Waterfront and \$100 Lawn deposits each day for a total deposit of \$225. The total rental fees for which the Chamber is requesting a waiver is \$820.

Waterfront Rental	Lawn Rental	Deposit Waterfront	Deposit Lawn
\$105 Thursday	\$100		
\$105 Friday	\$100	\$125	\$100
\$105 Saturday	\$100		
\$105 Sunday	\$100		
<b>Total \$420</b>	<b>Total \$400</b>	<b>\$125</b>	<b>\$100</b>

Attachments:  
Recreation Special Requests



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

Office Use Only	
Deposit \$ _____	Date Rec'd <u>3/29/12</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** Martinez Chamber of Commerce **Work#** 228-2345

**Applicant/Representative** Reba Bower **Home#** \_\_\_\_\_

**Address** 603 Marina Visa, 94553  
 (Number) (Street) (City) (Zip)

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
<b>25 person capacity per pod</b> <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
<b>75 person capacity</b> <input type="checkbox"/> Gazebo (Rankin) <input type="checkbox"/> Peppertree (Rankin)	\$100	\$55	\$99	\$187
<b>125 person capacity</b> <input type="checkbox"/> ½ Waterfront Group Area	\$125	\$66	\$132	\$187
<b>250 person capacity</b> <input type="checkbox"/> Waterfront Group Area	\$125	\$105	\$259	\$303
<b>350 person capacity</b> <input type="checkbox"/> Olive Grove (Rankin)	\$125	\$105	\$259	\$303
<b>Special Request Park Use*</b>	\$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 16, 2012	Waterfront Group	8 to Dusk		Fee: Deposit \$225
June 17, 2012	and Lawn area			Rental \$ 210
<b>Jump House Co.</b>				\$105 each day

### 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: 3-29-12

Your Name: Reba Bower

Organization (if applicable): Martinez Chamber of Commerce

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

Phone: (hm) 925-228-2345 <sup>(cell)</sup> 925-348-1724 <sub>(work)</sub>

Date of Event: June 16 + 17, 2012

Time and Duration of Event: 2 day Event - 11AM - 6PM

Location: Waterfront Park, Martinez

Family/Group Size: 15,000+ attendees

Purpose of Gathering: King of the County Barbeque  
Challenge & Music Festival

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: We are a non-profit organization promoting our city with limited resources. A fee waiver would help us to meet our budget and partner with our city to present the best event ever.

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.