

To: PRMCC Commissioners

From: Recreation Staff

Date: April 10, 2012

Re: OVERVIEW OF RECREATION SPECIAL REQUESTS FOR APRIL 17: Brian Contreras, Car Show

Brian Contreras, Escandolow Car Club. This event is scheduled for July 21 at the parking lot near the Bocce courts. Their request includes exclusive use of the aforementioned parking lot, amplified sound, and an exception to the park capacity. Staff have requested and received the event permit and are now waiting for the required insurance.

Attachments:

Recreation Special Requests



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

<i>Office Use Only</i>	
Deposit \$ <u>125</u>	Date Rec'd <u>2.15.12</u>
Rental \$ <u>105</u>	Date Rec'd _____
Total \$ <u>230</u>	Picnic # _____
Check# <u>1</u>	CC _____ Cash _____
(Special Request) date approved _____	
Received by <u>Ron</u>	

FACILITY RESERVATION PERMIT

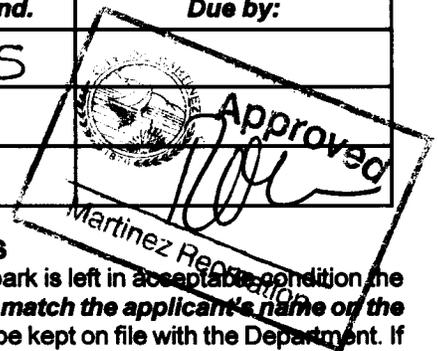
503/12

Group/Business Name _____ Work# _____
 Applicant/Representative Brian Contreras Home# 525-8494
 Address 895 Howe Rd
 (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:
7-21-12	Waterfront Park	8 to Dusk	125	
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.

[Signature]
 RENTER

2/15/12
 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: 2/15/12

Your Name:

BRIAN COURTES

Organization (if applicable):

Excelsior Club

Address (organization or home):

895 HOWE RD UNIT "F"

Phone: (hm)

335-0354

(wk)

525-8494

Date of Event:

JULY 21ST

Time and Duration of Event:

10-5

Location:

WATER FRONT PARK PICNIC AREA

Family/Group Size:

125

Purpose of Gathering:

PICNIC

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):

WOULD LIKE TO RESERVE

PARKING LOT BY BOCCIE

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.