

To: PRMCC Commissioners

From: Recreation Staff

Date: June 14, 2012

RE: Mary Perez: Alhambra High Tri Decade Reunion, August 17th and 18th

Request:

Ignacio Plaza, August 17th: Set up begins at 8:00 a.m., with event expected to be completed by 11:00 p.m. and include 1,000 people. Group is requesting a fee waiver, sound permit for a DJ in the Plaza, non-picnic use and more than park capacity. Group has sent the letters to the neighborhood to explain the event and invite them to the PRMCC meeting if they have any concerns.

Rankin Park Olive Grove, The Canyon and Gazebo, August 18th: All day use, expecting 1,000 people. Group is requesting sound permit for a DJ in the Plaza, fee waiver, and more than park capacity.

Cost break down (for Martinez Non-profits; Deposits are refundable):

Gazebo:	Deposit \$250 / Rental \$240
Olive Grove	Deposit \$250 / Rental \$240
The Canyon	Deposit \$250 / Rental \$165
Ignacio Plaza	<u>Deposit \$125 / Rental \$105*</u>
Totals:	Deposit \$855 / Rental \$750

*old price; received application before April 4, 2012 fee increase

Cost Analysis:

- Total rate of \$1,605 (including refundable deposit) / 1000 people at the event (applicant estimate) = **\$1.61/person to rent and use all of the facilities.**
- If facilities are returned in good and clean condition, amount will be \$750/1,000 people = **\$0.75/person to rent and use all the facilities**
- Guests are paying \$66.00/ticket to attend all four events.



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

<i>Office Use Only</i>	
Deposit \$ <u>On file</u>	Date Rec'd <u>6/1/12</u>
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # _____
Check# _____/_____/_____	CC _____ Cash _____
Event permit <u>No</u> Notice to Neighbors <u>yes</u>	
Approval of Commission _____	
Received by _____	

SPECIAL REQUEST FACILITY RESERVATION

Group/Business Name Tri Decade Reunion Work# _____

Applicant/Representative Mary Perez/Rene' Reed Home# _____

Address 6 Robinsdale Road, 94553
 (Number) (Street) (City) (Zip)

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
<i>500 person capacity</i> Susana Plaza	\$250*	\$200*	\$240*	\$370*
<i>500 person capacity</i> Ignacio Plaza	\$250*	\$200*	\$240*	\$370*
<i>500 person capacity</i> Alhambra Park	\$250*	\$200*	\$240*	\$370*

*Deposits and fees may be raised based upon the type of event, i.e. for profit, or higher risk events for that require additional city personal and/or time or equipment.

Date	Facility Requested	Reservation Hours	Est. Attend.	Balance of Fees Due by:
August 17, 2012	Ignacio Plaza	8 am to 11pm	1000	

Special Request Permit Event Permit Permit Completed Commission Approval

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: 6/8/12

Your Name: RENÉ REED

Organization (if applicable): DECADES REUNION

Address (organization or home): ~~3200 AVADORA~~ 6 ROBINSDALE RD

Phone: (hm) 925-812-0403 (wk) _____

Date of Event: 8-17-12

Time and Duration of Event: 8:00AM - 11:00 PM

Location: CITY PLAZA

Family/Group Size: 1000

Purpose of Gathering: ALHAMBRA DECADE REUNION

WILL BE USING BOYS CLUB

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 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.

Q!

May 29, 2012

From :René Reed
Alhambra Decades Reunion
Martinez, CA

To : Neighbors of Ignacio Plaza Park

RE : Decade Reunion
August 17, 2012
6 :00PM - 11 :00PM

Dear Ignacio Plaza Park Neighbors,

I am sending this letter to notify all of my local neighbors of Ignacio Plaza Park, between Martinez City Hall and the Boys and Girls Club, that we plan to have our Alhambra Decades Class Reunion at the Plaza on Friday August 17, 2012 from approximately 6 :00PM - 11 :00PM. There will be a one hour clean up scheduled to finish by 11 :00 PM.

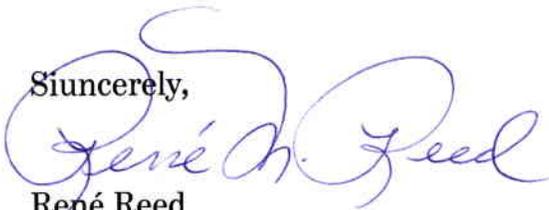
The outside setup will take place in the early to late afternoon on the 17th. We are working with professional companies; therefore neighbors should not be affected in anyway.

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 Commision located at 525 Henrietta Street in the Council Chambers on Tuesday June 19, 2012 at 7 :00 PM.

If you have any questions or concerns, please contact the Recreation Department at (925) 372-3510.

Thank you for your time and understandng as we plan our decade reunion.

Sincerely,



René Reed
Alhambra Decades Reunion



Recreation Division

525 Henrietta Street
Martinez, CA 94553

<i>Office Use Only</i>	
Deposit \$ <u>On File</u>	Date Rec'd _____
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # _____
Check# _____ / _____	CC _____ Cash _____
Received by <u>Robin</u>	

FACILITY RESERVATION PERMIT

Group/Business Name Tri Decade Reunion **Work#** _____

Applicant/Representative Mary Perez/ Rene' Reed **Home#** _____

Address 6 Robinsdale Road, 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	\$56	\$94
125 person capacity <input type="checkbox"/> ½ Waterfront Group Area	\$100	\$66	\$132	\$187
250 person capacity <input type="checkbox"/> Waterfront Group Area	\$125	\$105	\$259	\$303
120 person capacity <input type="checkbox"/> Gazebo (Rankin)	\$250	\$240	\$340	\$360
110 person capacity <input type="checkbox"/> The Canyon (Rankin)	\$250	\$165	\$260	\$275
160 person capacity <input type="checkbox"/> Olive Grove (Rankin)	\$250	\$240	\$360	\$400

Special Request Permit Event Permit Permit Completed Commission Approval

Date	Facility Requested	Reservation Hours	Est. Attend.	Balance of Fees Due by:
August 18, 2012	The Canyon, Gazebo,	8 to Dusk	1000	
	Olive Grove			

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Date _____



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Ph: (925) 372-3510 Fax: (925) 372-3509

All questions must be completely filled out:

Date: 6/8/12

Your Name: RENÉ REED

Organization (if applicable): DECADE REUNION

Address (organization or home): 6 ROBINSDALE RD

Phone: (hm) 925-812-0403 (wk) _____

Date of Event: 8-18-12

Time and Duration of Event: 8AM - DUSK

Location: RANKIN PARK - ^{GAZEBO} CANYON ~ OLIVE GROVE

Family/Group Size: 500 +

Purpose of Gathering: DECADE REUNION - PICNIC/BBQ
CATERED BY KINDER'S

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: _____

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R.