

CITY OF MARTINEZ

MEMO

Date: November 9, 2012
To: PRMCC
From: Michael Chandler, Senior Management Analyst
Subject: Special Events Review Committee – Bay Area Festivals, Inc.

The Special Events Review Committee, whose charge is to review all special event permit applications and recommend approval or denial to the City Manager, received an application from Bay Area Festivals, Inc., in August 2012 proposing an event at the waterfront park complex for Labor Day Weekend in 2013. The Committee reviewed the application materials and met with the applicant initially in August, and again on November 7th. After much consideration, the Committee recommended denial to the City Manager, who concurred with the Committee's decision. The Committee subsequently informed the applicant that the application was denied.

The Committee informed the applicant of his right to appeal the decision in writing to the City Manager, in accordance with the provisions of the Special Event Review Permit Application.