



DATE: November 1, 2012
TO: Parks, Recreation, Marina and Cultural Commission
FROM: Recreation Staff
SUBJECT: Special Request for Use of Susana Park

Applicant seeks approval for use of Susana Park in August 2013 for wedding. Pertinent details are listed below.

Applicant:
Riann Jackson

Park Request:
Susana. Applicant wants to reserve early for wedding and to ensure she is allowed as one of the two events permissible per month as specified in the Facility Use Policy for Susana Park and Ignacio Plaza.

Reservation Request:
Saturday, August 10, 2013.

Special Request(s):
Sound, non-picnic uses, and more than park capacity. Event duration is from 2-5 p.m.

Event Info:
The wedding will include music, set up of chairs, and using the “stage” for a short ceremony, requiring over park capacity and non-picnic use. The reception will be held at a different location. The park is needed from 2 to 5 p.m., which includes time for set up and take down. The applicant will be attend the meeting and be available to answer any questions of the Commission.

Attendance:
Projected to be 150 people

Special Event Permit:
Not needed, because it is a private event.

Letter to Neighbors:
Applicant sent the first letter to the neighborhood November 1 (attached).

Attachments:
Reservation Permit Form
Special Request Form
Letter to the Neighborhood



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

<i>Office Use Only</i>	
Deposit \$ _____	Date Rec'd <u>9/20/12</u>
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # _____
Check# _____ / _____	CC _____ Cash _____
Event permit _____	Notice to Neighbors <u>X</u>
Approval of Commission _____	
Received by <u>Robin</u>	

SPECIAL REQUEST FACILITY RESERVATION

Group/Business Name _____ Work# _____

Applicant/Representative Riann Jackson Home# _____

Address 414 Haven Street, 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 10, 2013	Susana Park	2-5 pm	150	
	Wedding			

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: 7.20.12

Your Name: Riann Jackson

Organization (if applicable): _____

Address (organization or home): 414 Haven St.

Phone: (hm) (925) 382-4132 (wk) _____

Date of Event: 8-10-13

Time and Duration of Event: 2-5pm approx.

Location: Susana St. Park

Family/Group Size: 150

Purpose of Gathering: Wedding

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.

*****NOTICE*****

Riann & Beno Jackson
414 Haven Street
Martinez, California 94553

To: Neighbors of Susana Street Park

Re: Wedding Ceremony - Saturday August 10, 2013 approx. 2pm-5pm

Dear Susana Street Neighbor:

We are sending this letter to notify all of our local, fellow neighbors of Susana Street Park located at Susana Street and Estudillo Street. We plan to have our wedding ceremony at the park on Saturday, August 10, 2013 from approximately 2:00pm - 5:00pm. Your patience that day would be greatly appreciated.

Since we have requested to have amplified sound at this location, for a brief time before and after the ceremony, our request will be heard by the Parks and Recreation Commission located on 525 Henrietta Street in the Council Chambers on Tuesday, November 20, 2012 at 7:00pm.

If you have any questions or concerns please direct them to the Martinez Recreation Department at 925.372.3510. Thank you for your time.

Sincerely,

Riann & Beno Jackson

