



**DATE:** March 19, 2013

**TO:** Parks, Recreation, Marina and Cultural Commission

**FROM:** Recreation Staff

**SUBJECT:** Special Request for Use of Ignacio Plaza – Martini Festival

Applicant seeks approval for use of Ignacio Plaza. Pertinent details are listed below.

**Applicant:**  
Chamber of Commerce

**Park Request:**  
Ignacio Plaza

**Reservation Date Request:**  
Saturday, September 28 (event) and Sunday, September 29 (breakdown and clean up)

**Special Request(s):**  
Amplified sound, fee waiver or reduction, and sale of alcohol

**Event Info:**  
This is the 4<sup>th</sup> annual Chamber of Commerce Martini Festival, all of which have been held at Ignacio Plaza. The event is for paid attendees only, all of whom must be at least 21 years old, with the main purpose of raising funds for the Chamber of Commerce and bringing people to the downtown.

**Attendance:**  
Projected to be 500.

**Special Event Permit:**  
Yes (pending)

**Letter to neighbors:**  
Yes

**Plaza Fees:**  
\$250 deposit (refundable) and \$200 rental

## **Park Use Fee Waiver Policy (approved by City Council 7/7/2010)**

### Eligibility

There are four types of users that are eligible for Park Use Fee Waiver:

1. Martinez School use – Uses submitted by the MUSD for the purpose of serving their students.
2. Non-profit Community Groups: These groups have 501(c) status in good standing with the State and meet the following:
  - 50% of members are Martinez Residents
  - Event or activity has a community wide benefit
  - Paying fee would create a financial hardship for the group that would endanger the group's ability to conduct the event.
3. City Co-sponsored Groups/Events – Groups that receive regular financial support from the City or events in which the City is participating as key supporter of the event.
4. Community Fundraiser– This category is targeted for events put on by Martinez Residents for impromptu fundraisers in which all the proceeds go to the cause and the event is open to the public.



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

Office Use Only	
Deposit \$ _____	Date Rec'd <u>1/16/13</u>
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # _____
Check# _____/_____/_____	CC _____ Cash _____
Event permit _____ Notice to Neighbors _____	
Approval of Commission _____	
Received by _____	

## SPECIAL REQUEST FACILITY RESERVATION

Group/Business Name Martinez Chamber of Commerce Work# 2282345

Applicant/Representative John Stevens Home# \_\_\_\_\_

Address 603 Marina Vista, 94553  
 (Number) (Street) (City) (Zip)

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
500 person capacity Susana Plaza	\$250*	\$200*	\$240*	\$370*
500 person capacity Ignacio Plaza	\$250*	\$200*	\$240*	\$370*
500 person capacity 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:
Sept. 28, 2013	Ignacio Plaza (Event)	8 am -10pm	500	
Sept. 29, 2013	Ignacio Plaza (clean-up)	9:00 am to noon		

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: 1/16/2012

Your Name: John Stevens

Organization (if applicable): Martinez Chamber of Commerce

Address (organization or home): 603 Marina Vista

Phone: (hm) 925-891-4413 (wk) 925-228-2345

Date of Event: September 28, Friday break down Sept 29

Time and Duration of Event: 6:00pm-10pm with set up 8:00am-6:00

Location: City Plaza break down 4:00am-noon Sept. 29

Family/Group Size: 500

Purpose of Gathering: Martini's on the Plaza Gala

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: Annual Event

**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 inquiries should be received at the above address no later than one week prior to scheduled Commission meeting.



March 4, 2013

From: Martinez Chamber of Commerce 603 Marina Vista Martinez, CA 94553

To: Neighbors of Ignacio Plaza Park

Re: *Martini's on the Plaza* September 28, 2013 6:30pm-11:00pm

Dear Ignacio Park Neighbor:

The Martinez Chamber of Commerce would like to respectfully notify local neighbors of Ignacio Plaza Park, between Martinez City Hall and the Boys & Girls Club, that we propose to hold a Gala Event at the Plaza on *Saturday, September 28, 2013 from 6:30pm to 10pm*. There will be a one hour clean-up scheduled to finish by 11pm. Tenting and tables will be removed at 9:30am Sunday, September 29, 2013 and will take approximately one hour. Security guards will be posted at the location from 11pm, Saturday, September 28, until 9:30am, Sunday, September 30, 2013.

This fundraising event is historically themed to the 40's & 50's with ambiance and music to match. The décor will encourage our guests to reflect on the rich history of Martinez and to celebrate the "birth of the Martini" in Martinez in the 1860's.

We are designing the layout of the event so that our surrounding neighborhoods will have as minimal impact as possible. The band will be amplified, but the stage will be tented in a way to keep the sound contained within the event as much as possible. As we have requested to have amplified sound at this location, our request will be heard by the Parks and Recreation Committee located at 525 Henrietta Street in the Council Chambers on Tuesday, March 19, 2013 at 7:00pm. This is a public event and we hope that many of our neighbors will choose to join us at this annual Gala.

If you have any questions or concerns, please the Martinez Chamber of Commerce at 925-228-2345. You may also call the Recreation Department at 925-372-3510 if you have any questions regarding the meeting.

Sincerely,

Shannon Bouillon, Membership and Events Director  
Martinez Chamber of Commerce  
603 Marina Vista  
Martinez, CA 94553  
(925) 228-2345