



**DATE:** March 19, 2013

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

**FROM:** Recreation Staff

**SUBJECT:** Special Request for Use of Waterfront Group and Grass Area – King of County BBQ

Applicant seeks approval for use of the Waterfront Group and Grass Area. Pertinent details are listed below.

**Applicant:**  
Martinez Chamber of Commerce

**Park Request:**  
Waterfront Group and Grass Area

**Reservation Date Request:**  
Friday, June 14 (setup), Saturday, June 15 – Sunday, June 16 (event and cleanup)

**Special Request(s):**  
Amplified sound, fee waiver or reduction, sale of alcohol, lawn area, non-picnic uses, and more than park capacity.

**Event Info:**  
This is the 8<sup>th</sup> annual Chamber of Commerce King of the County BBQ Challenge and Music Festival.

**Attendance:**  
Projected to be 15,000 – 20,000.

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

**Letter to neighbors:**  
N/A

**Park Deposits and Fees:**  
Waterfront Group Deposit: \$250 (refundable)  
Lawn Deposit: \$100 (refundable)  
Waterfront Rental Fee: \$105/day (\$315 total for 3 days)  
Waterfront Lawn Rental Fee: \$100/day (\$300 total for 3 days)  
Total Fees: \$615

## **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 Division**

525 Henrietta Street  
Martinez, CA 94553

<i>Office Use Only</i>	
Deposit \$ _____	Date Rec'd <u>1/16/13</u>
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # _____
Check# _____ / _____	CC _____ Cash _____
Received by <u>Robin</u>	

**FACILITY RESERVATION PERMIT**

**Group/Business Name** Martinez Chamber of Commerce **Work#** 228-2345

**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
<b>25 person capacity per pod</b> <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	<b>\$50</b>	<b>\$28</b>	<b>\$56</b>	<b>\$94</b>
<b>125 person capacity</b> <input type="checkbox"/> ½ Waterfront Group Area	<b>\$100</b>	<b>\$66</b>	<b>\$132</b>	<b>\$187</b>
<b>250 person capacity</b> <input type="checkbox"/> Waterfront Group Area	<b>\$125</b>	<b>\$105</b>	<b>\$259</b>	<b>\$303</b>
<b>120 person capacity</b> <input type="checkbox"/> Gazebo (Rankin)	<b>\$250</b>	<b>\$240</b>	<b>\$340</b>	<b>\$360</b>
<b>110 person capacity</b> <input type="checkbox"/> The Canyon (Rankin)	<b>\$250</b>	<b>\$165</b>	<b>\$260</b>	<b>\$275</b>
<b>160 person capacity</b> <input type="checkbox"/> Olive Grove (Rankin)	<b>\$250</b>	<b>\$240</b>	<b>\$360</b>	<b>\$400</b>

Special Request Permit     Event Permit     Permit Completed     Commission Approval

Date	Facility Requested	Reservation Hours	Est. Attend.	Balance of Fees Due by:
6/14,15,16/2013	Waterfront Group and lawn	8 to Dusk	15,000 to 20,000	

**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: 1/16/2013

Your Name: John Stevens

Organization (if applicable): Martinez Chamber of Commerce

Address (organization or home): 603 Marina Vista

Phone: (hm) 925-~~3282~~<sup>891-4413</sup> (wk) 925-228-2345

Date of Event: June 15+16 Setup June 14

Time and Duration of Event: 11:00 am - 6 pm Setup 9am-9pm

Location: Martinez Shoreline Park

Family/Group Size: 15,000 - 20,000

Purpose of Gathering: King of the County Challenge and Music Festival

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: 8<sup>th</sup> 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 inquires should be received at the above address no later than one week prior to scheduled Commission meeting.**