



DATE: April 9, 2013

TO: Parks, Recreation, Marina and Cultural Commission

FROM: Recreation Staff

SUBJECT: Special Request for Use of Ignacio Plaza – Day of Kids Celebration

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

Applicant:
Tuong Trong.

Park Request:
Ignacio Plaza.

Reservation Date Request:
Friday, September 13, 2013.

Special Request(s):
Amplified sound, Fee waiver or reduction, Non-picnic uses.

Event Info:
Will be having several bounce houses, trampoline, zip line, climbing wall and music all provided by Plan-it-interactive.

Attendance:
Projected to be 300.

Special Event Permit:
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>1.23.13</u>
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # _____
Check# _____/_____/_____	CC _____ Cash _____
Event permit _____ Notice to Neighbors _____	
Approval of Commission _____	
Received by <u>Robin</u>	

SPECIAL REQUEST FACILITY RESERVATION

Group/Business Name Martinez Boys and Girls Club Work# _____

Applicant/Representative Tuong Truong Home# 228.3896X101

Address 1301 Alhambra Ave, 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:
Sept. 13, 2013	Ignacio Plaza	3 to 6pm	300	

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: 1/23/13

Your Name: Truong Truong

Organization (if applicable): Boys & Girls Clubs of the Diablo Valley

Address (organization or home): 1301 ALTAMIRA AVE 94553

Phone: (hm) _____ (wk) 925.228.3896 x1.101

Date of Event: September 13, 2013

Time and Duration of Event: 3:00 - 6:00 : 3 Hours

Location: PLAZA

Family/Group Size: 300

Purpose of Gathering: DAY FOR KIDS CELEBRATION

WE WILL BE HAVING SEVERAL BOUNCE HOUSES, TRAMPOLINE, ZIP-LINE, CLIMBING WALL, MUSIC. PROVIDED BY PLAY-IT INTERACTIVE

What is your Special Request? (Please check all that apply)

- 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): N/A

Special Request Justification: N/A

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.