



**DATE:** September 12, 2013  
**TO:** Parks, Recreation, Marina and Cultural Commission  
**FROM:** Recreation Staff  
**SUBJECT:** Special Request for Use of Ignacio Plaza

Applicant seeks approval for use of Ignacio Plaza June 14, 2014 for a wedding. Pertinent details are listed below.

**Applicant:**  
Kate Mehl.

**Park Request:**  
Ignacio Plaza. 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, June 14, 2014.

**Special Request(s):**  
Sound, non-picnic uses, and more than park capacity. Event duration is from 9-11 p.m.

**Event Info:**  
The wedding will include music, set up of chairs, the applicant will be attend the meeting and be available to answer any questions of the Commission.

**Attendance:**  
Projected to be 125-150 people.

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

**Letter to Neighbors:**  
Yes.

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



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

Office Use Only	
Deposit \$ _____	Date Rec'd <u>8/19/13</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 \_\_\_\_\_ Work# \_\_\_\_\_

Applicant/Representative Kate Mehl Home# 916-284-6964

Address 334 Main Street #2 Martinez  
 (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:
June 14, 2014	Ignacio Plaza	9:00 am-11:00pm		

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: 8/19/13

Your Name: Kate Mehl

Organization (if applicable): \_\_\_\_\_

Address (organization or home): 334 main st #2

Phone: (hm) 916-284-6964 (wk) 707-784-7061

Date of Event: 06/14/14

Time and Duration of Event: ~~9:00am-1:00pm~~ ~~1:00pm-5:00pm~~ 9am-11pm

Location: Ignacio Plaza

Family/Group Size: 125-150

Purpose of Gathering: wedding/reception

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: During the appropriate  
hours of wedding we'd like music

**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.**

August 31, 2013

From: Douglass Diffenderfer and KateMehl

To: Neighbors of Ignacio Plaza Park

Re: Wedding- June 14, 2013 approx. 3:00pm-11:00pm

Dear Plaza Ignacio Park Neighbor:

I am sending this letter to notify all of my local neighbors of Plaza Ignacio Park, between Martinez City Hall and the Boys and Girls Club, that we plan to have our wedding reception at the Plaza on Saturday, June 14, 2014 from approximately 3:00pm-10:00pm. There will be set up from 9:00am-3:00pm and clean up from 10:00pm-11:00pm.

The caterers and table renting company will come on the morning of the event to set up. We are working with professional companies; therefore the neighbors should not be affected in anyway.

This is a private event, and we will have a professional DJ that will abide by the local noise ordinance. Since we have requested to have amplified sound at this location, our request will be heard by the Parks and Recreation Commission located at 525 Henrietta Street in the Council Chambers on Tuesday, September 17, 2013 at 7:00pm.

If you have any questions or concerns, please contact the Recreation Department at (925) 372-3510. Thank you for your time and understanding as we plan our perfect wedding day.

Sincerely,

Douglass Diffenderfer and Kate Mehl