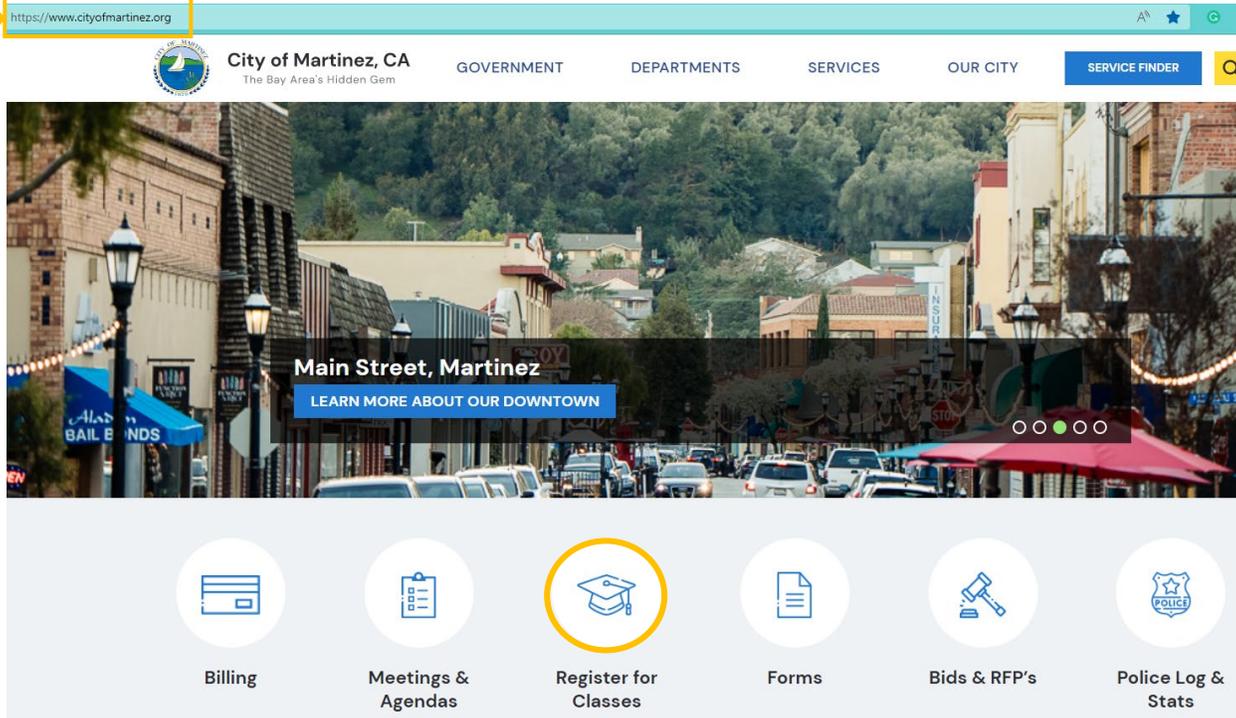




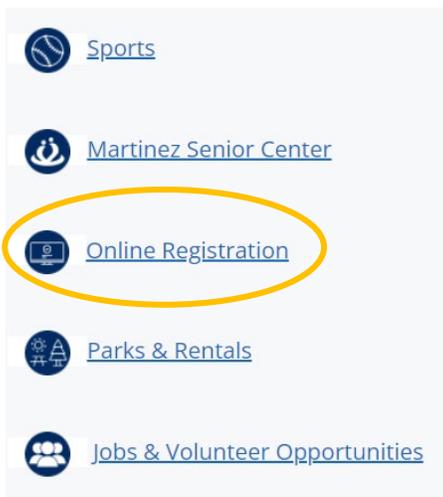
HOW TO RESERVE A PICNIC AREA ONLINE

Step 1: Where to Register

Option 1: Visit www.cityofmartinez.org and click on the “Register for Classes” icon on the middle of the screen.



Option 2: Visit www.martinezrec.org and click on the “Online Registration” icon located in the middle of the screen.



Step 2: Log In/Create an Account

The registration screen will appear, and you will click the “Log in/Create Account” icon on the top left.

Log In/Create Account Catalog Policies Help

Cart Empty

Clear All Filters

Filter

Keyword or code...

Category

Welcome Message

Age Group

Youth

Welcome 1 Youth Programs 4 Swimming/Classes 0 Rankin Aquatic Center 0 Adult Softball 2

WELCOME MESSAGE

WELCOME!

Welcome to the Martinez Recreation Division registration page. Due to the fluidity of the COVID-19 pandemic, the City of Martinez is still planning Recreation programming for Summer 2021. Programs will be added as they become available. Use the tabs above to see what is offered.

For the latest information regarding COVID-19 and how it relates to the City of Martinez, [CLICK HERE](#).

If this is your first time registering, click the light blue “Create Your City of Martinez Account” to create an account. Fill in your information and create a username and password.

If you are a returning participant, enter your email/username and password. ****Note: If it says username already exists, it means you already have an account. Click forgot password to receive a temporary password.**

Log In/Create Account Catalog Policies Help

Cart Empty

Log In

Forgot Password?

Create Your City of Martinez Account

Powered by RECT

Adult

Youth Programs 4 Swimming/Classes 0 Rankin Aquatic Center 0 Adult Softball 2

WELCOME MESSAGE

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Welcome to the Martinez Recreation Division registration page. Due to the fluidity of the COVID-19 pandemic, the City of Martinez is still planning Recreation programming for Summer 2021. Programs will be added as they become available. Use the tabs above to see what is offered.

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Once you enter all your account information, click on “Next Step: Other Account Members” on the bottom, right corner of the screen to add other account members, such as your child or children. Once additional account members have been added, click on “Save & Close”.

City of Martinez Sign-Up

Step 1: Account Holder Step 2: Other Account Members

Account holder must be an Adult.

BASICS

Account Type Individual Organization

Name * First Name Middle Na Last Name N/A

Date of Birth * mm/dd/yyyy

Gender Male Female

CONTACT INFO

Phone 1 Phone 1 Label No Mobile Carrier

Phone 2 Phone 2 Label No Mobile Carrier

Phone 3 Phone 3 Label No Mobile Carrier

ADDRESS

Address Line 1 * Address Line 1

Address Line 2 Address Line 2

Zip Code, City, State * Zip Code City AL

ACCOUNT SETTINGS

Primary Email * Primary Email

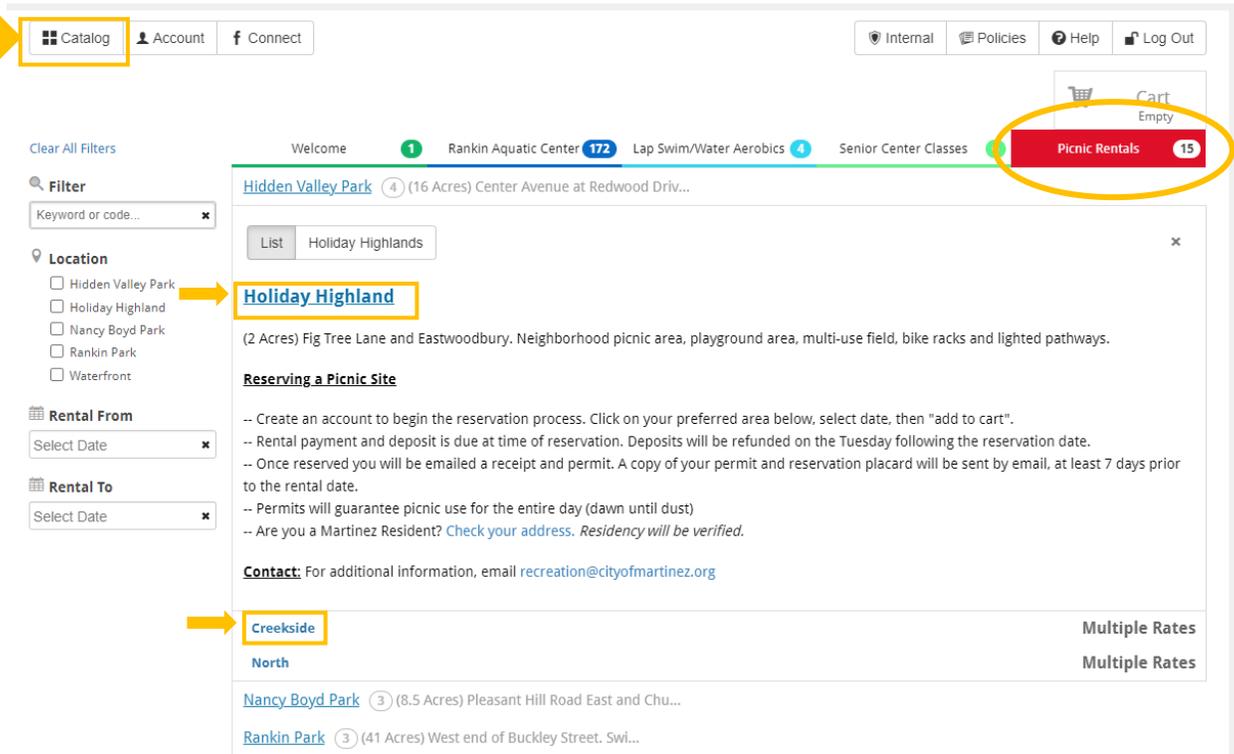
Password * Password

Confirm Password * Confirm Password

Cancel Next Step: Other Account Members

Step 3: Registering for a Picnic Area

Once your account has been created you can begin to register for programs located under the “Catalog” tab on the top left corner. Then click the red “Picnic Rental” Tab. Once you are in the Picnic Rentals tab you will see all 5 available parks. Click on you desired park and you will see the available picnic areas.



Step 4: Selecting Date

Once you click on your desired picnic area, use the arrows on mini calendar to select your date then click the green “Add to Cart” button to proceed. Dates in green are available, greyed dates are not available. Reservations are available Friday, Saturday and Sunday. Remaining days are first come, first serve. Reservations are made for the entire day, from sunrise to sunset.

Choose your desired rental date below and click the green “Add to Cart” button.

Facility Creekside
Location Holiday Highland
Address Eastwoodbury & Fig Tree Lane Martinez, CA
[View Facility Rules](#)



[Click to view more images](#)

Make a Reservation

1. SELECT DATE

Jul 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2. SELECT TIME: \$25/BLOCK

From: 08:00 AM To: 08:30 PM

AVAILABLE TIMES:

08:00 AM to 08:30 PM
MTZ Resident & Non Profit Org

[Add To Cart](#)

Side note: Reservations are all day, this time slot cannot be changed

Step 5: Check Out

Once you select your date and add to cart, the cart screen will automatically appear on the top right with the item you registered for. *Note: If you made an error you can click the x next to the price and remove it.* Once you are ready to check out, click the blue **“Checkout”** button at the bottom right of the page.

The screenshot displays a checkout interface. On the left, pricing is listed: \$25 Martinez Resident, \$48 Non-Resident, and \$94 Corporate. A deposit of \$150 (refundable) is noted. Below this, a calendar for selecting a rental date is visible. A facility selection dropdown is open, showing 'Creekside' as the selected facility, 'Holiday Highland' as the location, and 'Eastwoodbury & Fig' as the address. A 'View Facility' link is present. The main cart area shows a table with one item: 'Rental of Holiday Highland Creekside 07/17/2021 8a-8:30p (MTZ Resident & Non...)' for \$25.00 and a 'Picnic Rental Deposit (refundable)' for \$150.00. A 'TOTAL' of \$175.00 is displayed. A blue 'Checkout' button is circled in yellow. A 'Close' button is also visible. At the bottom, there is a 'Select Language' button and a calendar grid.

Step 6: Confirm Form

The next prompt is to confirm the picnic rules and guidelines. Click **“view/print”** to view the form. Then click the green **“Confirm Forms”** button on the bottom right. These guidelines will automatically be attached to your emailed receipt at the end of the transaction.

The screenshot shows the 'Forms' section of the checkout process. At the top, there are navigation links for 'Catalog', 'Account', and 'Connect'. On the right, there are links for 'Internal', 'Policies', 'Help', and 'Log Out'. A shopping cart icon shows a total of \$175.00 for 1 item. The main content area is titled 'Forms' and lists one form: '1. Picnic Rules and Guidelines 2021'. A yellow arrow points to a 'View/Print' button next to the form title. On the right side, there is a vertical menu titled 'CHECKOUT FOR VERONICA SEPULVEDA' with options: 'Browse Catalog', 'Forms' (highlighted), 'Prompts', 'Waivers', 'Payment', 'Review & Confirm', and 'Receipt'. At the bottom right, a green 'Confirm Forms' button with a right-pointing arrow is circled in yellow.

Step 7: Prompts

Read the prompt, click **“I Agree”** then the green **“Submit Responses”** button.

Prompts

 \$175.00
1 item

Prompt	Response
General Prompts	
1. I agree my address and contact information provided in this account is true and accurate. Penalty charges or cancellation of the event may occur.	<input type="checkbox"/> I Agree 

CHECKOUT FOR VERONICA SEPULVEDA
 Browse Catalog
 Forms
 Prompts
 Waivers
 Payment
 Review & Confirm
 Receipt

 Submit Responses >

Step 8: Waivers

Two waivers will appear. Read each one and click the **“I agree on behalf of (your name)”** and a waiver signature box will appear. Sign using your mouse and click **“Save.”** Once you have signed both waivers, click the green **“Confirm Waiver Agreement”** on the right tool bar.

Waivers

 \$175.00
1 item

Picnic Rules and Regulations

Applies to:

Rental of Holiday Highland Creekside 07/17/2021 8a-8:30p (MTZ Resident & Non Profit Org)

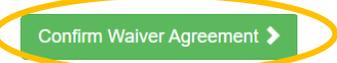
Please read and sign below to acknowledge the following picnic rules and regulations:

Picnic reservations made online and over the phone will receive a permit by email and a reservation placard will be mailed prior to the rental date. It is the responsibility of the renter to ensure they have the official picnic permit before the rental date.

ALCOHOLIC BEVERAGE PERMIT: An Alcohol permit is included, at no additional cost, with the picnic reservation. Renters must have the permit available at all times when alcohol is present at the event. Sale of alcoholic beverages is not allowed.

DECORATIONS: Use of masking tape is allowed on picnic tables and picnic structures. No nails or staple guns. Before leaving, please remove all decorations and throw all trash away in the garbage cans provided on site.

CHECKOUT FOR VERONICA SEPULVEDA
 Browse Catalog
 Forms
 Prompts
 Waivers
 Payment
 Review & Confirm
 Receipt

 Confirm Waiver Agreement >

 Prompts

DEPOSIT REFUNDS: Prior to leaving, Renters must email before and after photos to recreation@cityofmartinez.org to ensure cleanliness of the picnic area. Failure to send photos may delay the deposit refund. Refunds will be processed on the Tuesday after the rental date.

CANCELLATIONS/RESCHEDULING: To cancel or reschedule 14 days prior to the event date and will be assessed a \$110 fee.

The City of Martinez has sole discretion to modify or cancel the reservation in response to changes in County, State or local public health orders.

I agree on behalf of Veronica Sepulveda 

Picnic Rental Waiver and Release

Applies to:

Rental of Holiday Highland Creekside 07/17/2021 8a-8:30p (MTZ Resident & Non Profit Org)

Waiver Signature

Please sign on the line:



Clear/Reset

Close

 Save

Step 9: Payment

Enter your credit card information and click the green **“Review Transaction”** button on the right-hand side. ****Note: Only Visa, MasterCard, and Discover cards are accepted. No American Express.**

[Catalog](#) | [Account](#) | [Connect](#) | Internal | Policies | Help | Log Out

Payment

Item	Price
1. Rental of Holiday Highland Creekside 07/17/2021 8a-8:30p (MTZ Resident & Non Profit Org) +	\$25.00
Picnic Rental Deposit (refundable)	\$150.00
Total Charges	\$175.00

Notes

Credit/Debit Card Card Number Expiration Security Code


Cardholder Name: Veronica Sepulveda
 Address: 525 Henrietta St.
 City, State, Zip: Martinez CA 94553

Review Transaction >

CHECKOUT FOR VERONICA SEPULVEDA
[Browse Catalog](#)
[Forms](#)
[Prompts](#)
[Waivers](#)
Payment
[Review & Confirm](#)
[Receipt](#)

← Waivers

Step 10: Review & Confirm

Once credit card information is accepted. Review transaction and click **“Complete Transaction”**.

Step 11: Receipt

A receipt confirmation and picnic permit will automatically be sent to your email. Recreation staff will mail a copy of the picnic permit, the picnic rules and guidelines, and a reservation placard prior to your rental.

HOW TO CHECK YOUR RESERVATION:

To view your transaction history, click on the **“Account”** button on the top left of your screen and click transaction history. You will see your upcoming registered dates on the **“My upcoming events”** section in the middle of the screen. To view reservations, click **“Transaction History”** then **“Reservations.”**

[Catalog](#) | [Account](#) | [Connect](#) | Internal | Policies | Help | Log Out

MY DASHBOARD

ACCOUNT MEMBERS

- 
Veronica Sepulveda
 525 Henrietta St. Martinez, CA 94553
- 
John Sepulveda
 525 Henrietta St. Martinez, CA 94553
- 
Jane Sepulveda
 525 Henrietta St. Martinez, CA 94553

+ Add New Account Member

NEW NOTIFICATIONS

You have no new notifications

View Inbox

MY UPCOMING EVENTS

- Jul 17th 08:00 - 08:30pm - (Facility Reservation) C Transaction 29105035
- Sep 3rd 08:00 - 08:30pm - (Facility Reservation) B Transaction 29098083
- Sep 3rd 08:00 - 08:30pm - (Facility Reservation) O Transaction 29098083
- Sep 3rd 08:00 - 08:30pm - (Facility Reservation) P Transaction 29098083

Browse/Register Now!

- Account Statements
- Transaction History ←
- Manage Memberships
- Linked Accounts
- Waiting List Status
- Check-In History
- Contact Preferences
- Event Calendar

QUESTIONS?

P: (925) 372-3510 | E: recreation@cityofmartinez.org

City Hall: 525 Henrietta Street | M-F 10AM – 2PM

Annex: 649 Main Street | M-F 11AM – 3PM