



CITY OF MARTINEZ PICNIC RESERVATIONS GUIDELINES

The City of Martinez has five parks (Hidden Valley Park, Holiday Highlands Park, Nancy Boyd Park, Rankin Park and Waterfront Park) with reservable picnic areas. These parks are perfect for a variety of gatherings ranging from 15-180 people.

Prior to booking, please review the picnic reservation guidelines below.

1. Picnic Areas are available for reservations between: April 23 - October 30, 2022. Picnics during the off season are available on a first come, first serve basis with no city services (*such as frequent trash pickup, cleaning tables, and restroom clean up.*)
2. Reservations open for:
Martinez Residents – **Monday, February 14th at 10am**
Non-Residents/Unincorporated Martinez – **Tuesday, March 1st at 10am**
3. Picnic Reservations can now be made online [CLICK HERE](#)
4. The full rental fee and deposit is due at time of reservation. Deposits are refundable and will be processed on the Tuesday following the rental date.
5. Special requests, such as amplified sound permits, can be requested at no additional cost, when the reservation is made.

GENERAL RULES

1. Picnic Permits are required for use of any park or recreational area for a group of more than 30 people. If a park area is not reserved, it becomes a first-come, first-serve.
2. Picnic permits reserve the picnic area all day (dawn to dusk).
3. Picnic reservations made online will receive a permit by mail. It is the responsibility of the renter to ensure they have the official picnic permit before the rental date. The picnic permit will have rental information and a reservation sign to be posted by the renter on the day of the event.
4. **ALCOHOL:** An alcohol permit is included, at no additional cost, with the picnic reservation. Renters must have permit available at all times when alcohol is present at the event. Sale of an alcoholic beverage is not allowed.
5. **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.
6. **AMPLIFIED SOUND:** If a renter will have amplified sound, such as a sound system, live band, or DJ, contact the Recreation Office at (925) 372-3510 or recreation@cityofmartinez.org prior to the rental to be granted an amplified sound permit. (Ordinance 8.24.122)
7. **RESTRICTIONS:** Renters must use the amenities provided in the picnic area
 - No hard liquor (*beer and Wine allowed only with permit*)
 - No bounce houses, inflatables, water slides, etc.
 - No glass containers
 - No portable bbq's or grills
 - No additional tables and chairs
 - No livestock

- No driving on grass areas or pathways at any parks
 - No emergency gate access to Olive Grove area
 - No amplified sound, unless by permit.
 - Food Trucks are only allowed to take up one parking space and cannot block pathways or park in NO PARKING zones
 - Canopies may be used, but must be secured to the ground
 - Dogs must be leashed and under control. Dog owners are responsible for cleaning up after their dogs.
 - Damage to any park area or failure to clean the area prior to leaving will result in losing deposit
8. **HEALTH AND SAFETY:** Renter shall, throughout the term of this agreement, maintain the premises in good, safe, clean and sanitary condition and keep the premises in good repair. All beverages must be dispensed in unbreakable containers. Fires are prohibited outside of immediate fire rings or grill. Fires should be fully extinguished prior to leaving the premises. All trash is to be properly disposed in trash can liners (bags) tied and placed in can. Please recycle.
9. **COVID-19 PROTOCOLS:**
- Renters expressly assume any and all risks relating to any illness, injury, infection, economic injury, or death arising from or relating to the picnic rental, except where caused by the active negligence or willful misconduct of the City.
 - Renters must keep a list of attendees for contact tracing and provide it to the City if requested
 - Social distancing is strongly suggested and unvaccinated persons should wear masks when not drinking or eating.
 - Guests with symptoms of fever, cough, shortness of breath, sore throat, tiredness, body aches, loss of sense of taste/smell, must not attend.
 - Renters should encourage guests to sanitize hands before eating or drinking, and after touching high touch areas.
 - Renters agree that they have reviewed all applicable governmental policies relating to the COVID-19 pandemic including all state and county guidelines currently in affect.
10. **DEPOSIT REFUNDS:** Prior to leaving, Renters must email before and after photos to recreation@cityofmartinez.org to ensure cleanliness of the Picnic Area upon departure. Failure to send photos may delay the deposit refund. Deposit refunds will be processed on the Tuesday after your rental date.
11. **RAIN OUT POLICY:** Rained out reservations may be rescheduled by calling (925) 372-3510 or, upon request and approval, a complete refund will be issued. Renters must call the Recreation Office to report an inability to hold your picnic due to rain. The decision to issue refunds will be based on approval of Recreation Division management.
12. **REFUND/CANCELLATION:** To cancel or reschedule for reasons other than rainouts, call (925) 372-3510. Cancellations or rescheduling must be made two weeks or more prior to the event date and will be assessed a \$10 fee. Cancellations made within 14 days will forfeit all fees.

Thank you for your cooperation.

If you have any questions regarding the above information, please contact the Recreation Office by phone at (925) 372-3510 or email recreation@cityofmartinez.org

(Updated 06/20/21)