



## 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 picnic areas available for reservation. 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 18 - October 31, 2020. Picnic Areas 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. Picnic Areas may be reserved by Martinez Residents starting Friday, February 21, 2020. Non-Residents may reserve picnic areas beginning Monday, March 2, 2020. Proof of residency will be required in the form of a utility bill, driver's license, property tax bill, etc.
3. Before making a reservation, [CLICK HERE](#) to check picnic area availability. Please be aware that some dates are not available for reservation due to festivals or large events taking place in the park.
4. Reservations can be made in person at Martinez City Hall (525 Henrietta St.) Monday-Friday, from 8:00am-12:00PM and 1:00pm to 5:00pm, or by calling (925) 372-3510 with a Visa, MasterCard or Discover card.
5. The full rental fee is due at time of reservation. The deposit will be paid (by cash or check) when the picnic permit is picked up prior to the event date. Deposits must be paid in person. If it is paid with a check, the address of the check must match the address on the permit.
6. 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.
2. Reservations for Picnic Areas are valid all day when the park is open (dawn to dusk).
3. It is the responsibility of the renter to pick up the Picnic Permit in person and pay the deposit prior to the event 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. **Decorations:** Renters may use masking tape on picnic tables and picnic structures. No nails or staple guns. Before leaving, renters are required to remove all decorations and throw all trash away in the garbage cans provided on site.
5. **Restrictions:** Renters must use the amenities provided in the picnic area.
  - 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
  - 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
  - Damage to any park area or failure to clean the area prior to leaving will result in loss of deposit
6. **Deposit Refunds:** Prior to leaving, renters must email before and after photos to [recreation@cityofmartinez.org](mailto:recreation@cityofmartinez.org) to ensure cleanliness of the Picnic Area upon departure. Failure to send photos may delay the deposit refund.
7. **Rain Out Policy:** Rained out reservations may be rescheduled by calling (925) 372-3510 or, upon request and approval, a complete refund issued. 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.
8. **Refund:** 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, 525 Henrietta St., by phone at (925) 372-3510 or email [recreation@cityofmartinez.org](mailto:recreation@cityofmartinez.org)*