



## CITY OF MARTINEZ PICNIC RESERVATIONS GUIDELINES

The City of Martinez has six parks (Golden Hills, 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 Reservations can now be made [online](#) or over the phone by calling (925) 372-3510. (Monday – Friday, 9am-5pm)
2. The full rental fee and deposit are due at time of reservation. Deposits are refundable and will be processed on Wednesdays following the rental date.

### 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 and over the phone will receive a permit by email. 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.
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. (*Ordinance 8.24.122*)
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:** An amplified sound permit is included, at no additional cost, with the picnic reservation. Amplified sound is only allowed between 11am and 7pm. Renters must have permit available at all times during the reservation time. (*Ordinance 8.24.122*)
7. **RESTRICTIONS:** Renters must use the amenities provided in the picnic area
  - No hard liquor (*beer and wine only allowed with permit*).
  - No bounce houses, inflatables, water slides, etc.
  - No glass containers.
  - No portable BBQ's, grills, or smokers.
  - 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.
  - 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 loss of 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. **DEPOSIT REFUNDS:** To receive your deposit refund, please follow these **required steps**:
  - a. **Take Photos:** At the end of your event, take clear pictures of the picnic/facility site showing the condition in which it was left.
  - b. **Email Photos:** Send the pictures to [recreation@cityofmartinez.org](mailto:recreation@cityofmartinez.org). Include:
    - o Renter/account holder's name
    - o Site location
  - c. **Deadline:**
    - o For **weekend events (Friday–Sunday):** Email photos **by the end of the day on Monday** following your event.
  - d. **Key Return:** If your reservation included keys, they must also be returned **by the end of Monday** to be eligible for a refund.

**Failure to submit photos and return any issued keys by Monday will result in the forfeiture of your deposit.**

If photos are received and approved, your refund will be issued to the original form of payment. Refunds for deposits are processed on Wednesdays. Please allow **5–10 business days** for the funds to appear on your account.

**Note:** Deposits will be **automatically forfeited after 60 days** from the reservation date if a refund request has not been completed.

10. **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 email the Recreation Office at [recreation@cityofmartinez.org](mailto:recreation@cityofmartinez.org) 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.
11. **REFUND/CANCELLATION:** To cancel or reschedule for reasons other than rainouts, email [recreation@cityofmartinez.org](mailto:recreation@cityofmartinez.org). 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 the full picnic fee and only the deposit will be refunded.

***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](mailto:recreation@cityofmartinez.org)*