



## **CITY COUNCIL AGENDA REPORT**

**Meeting Date:** 9/5/2024

**From:** Jeff Franco, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

**Subject:** Application for Event Cosponsorship

### **Community Goal/Result**

Community Building

### **Purpose**

Promote cultural and social events that encourage community engagement.

### **Recommendation**

Approve David L. Brown Productions' 25<sup>th</sup> Anniversary documentary screening as a cosponsored event.

### **Background**

David L. Brown Productions is part of Filmmaker's Collaborative Inc., a Non-profit 501(c)(3) organization established in 1992. Their mission is to produce and distribute award-winning documentaries and educational productions. David L. Brown is a three-time Emmy Award-winning San Francisco documentary filmmaker/producer, who has produced, written and directed over 80 productions and 16 broadcast documentaries on social, nuclear, health, technology, peace and environmental issues. His documentaries have received over 80 international awards and have been broadcast on PBS and in 15 countries worldwide.

### **Discussion**

David L. Brown Productions 25<sup>th</sup> Anniversary documentary screening will be held at the Mission Blue Center on Sunday, November 17th, 2024, from 6:00-9:45pm. The event will include the screening of 2 documentaries: "Surfing for Life" and "Of Wind and Waves: The Life of Woody Brown". A Questions and Answers (Q&A) session will follow. Admission is free to the general public. Meeting the Group II requirements with the event open to the general public qualifies them for free use of the facility and waives the deposit requirement.

### **Fiscal Impact**

David L. Brown Productions is requesting support from the city as summarized in the table below. They have requested use of the Mission Blue Center for the aforementioned event. Although use of the facility and the deposit are waived as part of their Group II designation, they are also asking the City to waive costs associated event insurance.

## FINANCIAL IMPACT SUMMARY BASED ON APPLICATION


|                                      |                                                                                                                                            |                                           |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Hourly Rental of Mission Blue Center | Approximately 5 hours @ \$350/hour = \$1,750<br><i>(including set up/clean up)</i>                                                         | Waived per City policy for Non-profit use |
| Mission Blue Rental Deposit          | \$500<br><i>(Typically refundable absent damages)</i>                                                                                      | Waived per City policy for Non-profit use |
| Indoor Event Insurance               | Approximately \$100-\$250/event. <i>(Renters are typically required to procure insurance on their own and provide a copy to the city.)</i> | Requesting requirement be waived          |
| Promotional and Marketing Support    | Waived                                                                                                                                     |                                           |

### Attachments

1. Cosponsorship application



Jeff Franco, Recreation Coordinator



Noreen Leek, Parks & Recreation Director



Jeremy Dennis, City Manager



# CITY OF BRISBANE COSPONSORSHIP APPLICATION

This application must be submitted to the Parks & Recreation Department at least **(90) working days** prior to the requested event.

**Phone: (415) 508-2140 | Email: [brisbanerec@brisbaneca.org](mailto:brisbanerec@brisbaneca.org) | Office: 50 Park Place, Brisbane, CA 94005**

## APPLICANT INFORMATION

Name of Contact Person: David L. Brown Phone: 415-515-5079  
Email: Docmaker1@aol.com  
Name of Organization: David L. Brown Productions Organization Website: www.DLBfilms.com  
Organization Address or P.O. Box: 274 Santa Clara St., Brisbane

Circle ONE of the following descriptions below that best describes your organization:

- ☒ a. Brisbane Non-Profit Organization
- ☐ b. Non-resident, Non-Profit Organization (Outside of Brisbane)
- ☐ c. School District, School, or School Affiliated Group (ex. PTO)
- ☐ d. Private Group, Club, or Organization

What year did your organization begin serving the Brisbane community? 1992

How has your organization added value to the Brisbane community in the past? In 1993, I was hired by the City to film interviews with members of the first City Council. In 2002-03, I was a member of the Brisbane Artists' Committee (along with Beth Grossman, Camille Salmon and Robin Leiter) that advised the City Council and the City Manager on equipping the Mission Blue Center to be a fully-professional performing arts center. My input focused on video projection, audio, lighting and acoustics. I have presented screenings of my documentaries three times at the Mission Blue Center and have screened edits of my documentaries in 20 of the Evenings of Artists' Sharing.

What is your organization's mission and/or purpose?

David L. Brown Productions has been producing and distributing Emmy Award-winning documentaries and educational productions since 1981. Our mission has been to use non-fiction films to educate, inform and inspire a broad audience. All of my documentaries have aired on PBS.

## EVENT DETAILS

(If you are requesting multiple days & times, please attach those details on a separate sheet of paper.)

Name of Event: 25<sup>th</sup> anniversary Screening Event Set-up Start Time: 4:30 pm  
Event Date (mm/dd/yy): 11/17/24 Event Start Time: 6:00 pm  
Event Day of Week: Sunday Event End Time: 9:45 pm  
Event Location: Mission Blue

Describe what can be expected at this event? (ex. Performance, Dinner, Activities, etc.)

Screening two documentaries "Surfing for Life" and "Of Wind and Waves: The Life of Woody Brown." 2.5 hours w/ Q + A

Will there be any fundraising at this event? No If yes, what will the funds raised be used for? \_\_\_\_\_

Are there any admission fees for this event? No If yes, please list them here: \_\_\_\_\_

If this event is NOT open to the general public, what are the restrictions for who may attend? (ex. age, membership, residency, etc.) \_\_\_\_\_



## INDOOR FACILITY ACCESS REQUEST

City Staff must be present to accommodate the use of any indoor facilities. The below requested times will be used to ensure staff will be available when you need to access the facility. (If you are not requesting indoor facility use, you may skip to the next section.)

Date of Facility Access (mm/dd/yy): 11/17/24 Opening Time: 4:30 pm Closing Time: 10:00 pm  
Date of Facility Access (mm/dd/yy): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_  
Date of Facility Access (mm/dd/yy): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

## EQUIPMENT USE REQUEST

If you would like to request any equipment for an outdoor event, please include those details below. (If your event is at one of our indoor facilities, you may indicate your equipment needs on the rental layout.)

| Quantity:  | Item:                          |
|------------|--------------------------------|
| <u>1</u>   | 6ft Long Rectangle Tables      |
| <u>140</u> | Chairs                         |
| _____      | 10ft x 10ft Canopy/Pop-up Tent |
| _____      | Weighted Sandbags              |

### Mission Blue Center ONLY

If your event will be at the Mission Blue Center, please indicate if you wish to request any of the equipment listed below.

Bluetooth Speaker? ☒ with Microphone? ☒  
Projector & Screen? ☒  
\*Theatrical Lighting? \_\_\_\_\_ with Lighting Technician? \_\_\_\_\_  
\*Theater Risers? \_\_\_\_\_

\*Any additional fees associated with reservation of special equipment will be the responsibility of the applicant, and may require additional planning time.

## PERMITS

### Alcoholic Beverage Permit

Will alcoholic beverages be served or sold at your event? No If yes, you must attach a copy of an [Alcoholic Beverage Permit](#)

\*Full Liquor Liability: If beer or wine is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability premiums are necessary.

### Food & Beverage Permits - Outdoor Events Only

Will any food or non-alcoholic beverages be sold at your event? No If yes, this permit is required [smchealth.org/food-program](http://smchealth.org/food-program)

### Traffic Permits

Will this event require any street or parking closures? No If yes, you must obtain a [Brisbane Encroachment Permit](#)

### Amplified Sound Permits - Outdoor Events Only

Do you wish to use amplified sound at this event? \* If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)  
\* only video audio

## ADDITIONAL SUPPORT

To request promotional support, please circle the specific areas you would like support with. (Please note, promotional support is not guaranteed. Any graphics or content will need to be provided by the applicant.)

- ☒ a. Brisbane Signboards
- ☒ b. Social Media
- ☒ c. City Website
- ☒ d. City Publications

Other: \_\_\_\_\_

## USE AGREEMENT & LIABILITY RELEASE

To the fullest extent allowed by law, I agree to indemnify and defend the City of Brisbane, its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

Applicant Signature David L. Brown Date Aug. 20, 2024

## ADMINISTRATIVE SECTION

Facility Application? \_\_\_\_\_ Permit # \_\_\_\_\_ CC Report Due \_\_\_\_\_ CC Meeting Date: \_\_\_\_\_