

### 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 & Fundraising

# **Purpose**

Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

### Recommendation

Approve the Sierra Point Yacht Club's 2024 Regatta as a cosponsored event.

### **Background**

The Sierra Point Yacht Club was established in 1984 to promote social interaction among the membership and other yacht clubs with the intent of encouraging safe, enjoyable pleasure-boating.

## **Discussion**

The Regatta is scheduled to be held at the Brisbane Marina on September 21, 2024, from 12:00-5:00pm. The event will be open to the public with no admission fees. The event will feature two live bands, food, drinks, games, and races. The Coast Guard will also do a search & rescue demonstration. The purpose of the event is to promote responsible boating and community engagement in Brisbane.

The City has been asked to supply 8 six-foot tables, 30 chairs, 15 pop-up tents and 60 weighted sandbags. Sierra Point Yacht Club has also requested to block the lower parking lot at 500 Sierra Point Way, to use sound amplifying equipment, and they anticipate more than 100 participants/spectators. They also intend to permit the sale and consumption of food and alcohol.

The staffing needs of the City are for one Public Works employee to set out "No Parking" signs and remove them after the event. One Police Officer will also be needed in the area from when the event begins at 12:00pm until it ends at 5:00pm. One Parks & Recreation employee will need to gather the requested equipment the day before the event, transport and drop off the equipment at the at the event location, then pick up and return the equipment to their stored locations.

### **Fiscal Impact**

Sierra Point Yacht Club is requesting support from the city as summarized in the table below.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION								
Parks & Recreation department staff time	Approximately 4 hours of labor @ \$50/hour = \$200	Requesting to be waived						
Borrowing City Equipment (8 tables, 30 chairs, 15 tents, 60 sandbags)	Requesting to be waived							
Public Works Staff OT for "No Parking" closures	Approximately 1 hour on OT @ \$52.50/hour = \$52.50	Requesting to be waived						
Police Department support	1 police officer for 5 hours on OT @ \$81.56/hour = \$407.80	Requesting to be waived						
Promotional and Marketing Support	Waived							

# **Attachments**

- 1. Cosponsorship event application
- 2. Event Flyer

<u>Jeff Tranco</u>
Jeff Franco, Recreation Coordinator

Jen Franco, Necreation Coordinator

Noreen Leek, Parks & Recreation Director

Jeremy Dennis, City Manager



# City of Brisbane CO-SPONSORSHIP 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 | OFFICE: 50 Park Place, Brisbane, CA 94005

APPLICANT INFORMATION						
Name of Contact Person: Meg Chandler	Contact Person's Phone: 415.730.7030					
Contact Person's Email: emchandler1227@gmail.com	t Person's Email: emchandler1227@gmail.com					
Name of Organization: Sierra Point Yacht Club	Organization's Website: spyc.clubexpress.com					
Organization's Address or P.O. Box: 500 Sierra Point Pkwy,	Brisbane, CA 94005					
Circle ONE of the following items below that best describes your or	ganization.					
<ul> <li>a. Brisbane Non-Profit Organization</li> <li>b. Non-resident, Non-Profit Organization (Outside of Brisban</li> <li>c. School District. School, or School Affiliated Group (ex. PTO</li> <li>d. Private Group, Club, or Organization</li> </ul>						
What year did your organization begin serving the Brisbane commu	unity?1984					
How has your organization contributed to the Brisbane community	in the past 2 years?SPYC has held The Regatta for the last 2 years.					
bringing the Brisbane Community together to share in a day of music	c, food and beverage and learn about the Marina					
What is your organization's mission and/or purpose?The encouraging, safe enjoyable pleasure boating and build relationships	SPYC was established to promote social interactions, with the intent of with Brisbane and surrounding Yacht Clubs					
EVENT DETAILS						
Name of Event:The Regatta Day	Event Set-up Start Time:9:00 am					
September 21, 2024	Event Start Time:12:00 noon					
<b>Event Date</b> (mm/dd/yy):09/21/24	Event Close Time:5:00pm					
Event Location: 500 Sierra Pt. Parkway						
Reservation Permit Number (if applicable):						
Describe what can be expected from this event? (ex. Performance,	shopping, activities, etc.)music, food and beverage, Brisbane					
booth, boat knot training coast guard search and rescue demo, game	es and fun					
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 restrict	tions for who may attend? (ex. Age, membership, residency, etc.)					

City Staff must be present to accommodate the use of any of our indo one will be available when you need access. (If you are not requesting	=						
Date of Facility Access (mm/dd/yy):	Opening Time:	Closing Time:					
Date of Facility Access (mm/dd/yy):	Opening Time:						
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EQUIPMENT USE REQUEST							
Insert Equipment Use Liability Notice> Indicate the equipment you wish to borrow for this event.	<u>Quantity:</u> 8	<u>Item:</u> 6ft Long Rectangle Tables					
Bluetooth Speaker? with Microphone?		5ft Diameter Round Tables					
Projector & Screen? (Mission Blue Only)	30	Chairs					
Theater Risers? (Mission Blue Only)	15						
Theatrical Lighting? (Mission Blue Only) Lighting Technician?	l						
Other:							
PERMITS							
Food & Beverage Permits							
Will any food or non-alcoholic beverages be sold at your event? X_covered by our food license & insurance If yes, this permit is required <a href="mailto:smchealth.org/food-program">smchealth.org/food-program</a>							
Will alcoholic beverages be served or sold at your event? X Yes, will send once received 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.							
Traffic Permits							
Will this event require any street or parking closures?yes - permit a Encroachment Permit	application completed If yes, y	you must obtain a <u>Brisbane</u>					
Amplified Sound Permits							
ADDITIONAL SUPPORT							
Do you need any promotional support for this event?							
Signboards? yes Social Media? yes							
Digital Graphics / Flyers? Programs?							
Other:							
USE AGREEMENT & LIABILITY RELEASE							
To the full set set out all second by law I seems to indom if you defend to	ha City of Duishana ita disaataa						

**INDOOR FACILITY ACCESS REQUEST** 

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	E	Mea	Chandler	Date	08/27/24

