



CITY COUNCIL AGENDA REPORT

Meeting Date: 9/7/2023

From: Sara Nahass, 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 Brisbane Chamber of Commerce's Halloween-themed variety show and 75th anniversary cabaret performance as cosponsored events.

Background

The Brisbane Chamber of Commerce is Non-profit 501(c)(6) organization created through a partnership of businesses, civic leaders, and residents working together to enhance Brisbane's economic landscape. The Chamber assisted small businesses throughout the COVID-19 pandemic with critical information about protocols and funding opportunities, as well as partnered with the City of Brisbane to distribute grants. The Chamber continues to print The Luminary (Brisbane's only newspaper), offer scholarships to college students, partner with Lipman Middle School on a job shadowing day, create wooden holiday stars for residents, and sponsor the Brisbane Garden Show. Both the Halloween-themed Variety Show & the 75th Anniversary Cabaret Performance will raise funds through ticket sales to support the Brisbane Chamber of Commerce and its scholarship fund. Ticket sales will range in price from \$50-\$100. These events also support Council's goal of providing aid to Non-profit organizations.

Discussion

The Halloween Variety Show will be held on Saturday, October 28th, 2023 from 6:30-9:00pm and the Anniversary Cabaret Performance will be held on Saturday, December 30th, 2023 from 7:00-9:30pm at the Mission Blue Center. Additional use of Mission Blue is requested on 10/27 and 12/29 for rehearsals and set up. The Chamber of Commerce qualifies under the Group III category for recreation facilities indoor use permits as a non-profit group serving the Brisbane community. Meeting the Group III requirements with the events open to the general public qualifies them for free use of the facility and waives the deposit requirement.

Fiscal Impact

The Brisbane Chamber of Commerce is requesting support from the City as summarized in the table below. They have requested use of the Mission Blue Center for both events. Although use of the facility

and the deposit are waived as part of their Group III designation, they are also asking the City to waive costs associated with setting up and breaking down the theatre risers as well as event insurance.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Mission Blue Center	Approximately 20 hours @ \$350/hour = \$7,000 <i>(including rehearsal/set up)</i>	Waived per City policy for Non-profit use
Rental Deposit	\$500 <i>(Typically refundable absent damages)</i>	Waived per City policy for Non-profit use
Staff time to set up and break down theatre risers	Approximately 10 staff labor hours @ \$40/hour = \$400	Requesting to be waived
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
Use of existing theatre lighting at Mission Blue	Waived	
Lighting Technician	The City does not traditionally cover this cost and therefore it is the responsibility of the Non-profit organization to hire and pay a lighting technician.	
Promotional and Marketing Support	Waived	
ABC License for alcoholic beverage sales	The City does not traditionally cover this cost and therefore it is the responsibility of the Non-profit organization to pay associated fees.	

Attachments

1. Co-sponsorship application

Sara Nahass

Sara Nahass, Recreation Coordinator

Noreen Leek

Noreen Leek, Parks & Recreation Director

Clay Holstine

Clay Holstine, 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 | Office: 50 Park Place, Brisbane, CA 94005

APPLICANT INFORMATION

Name of Contact Person: Madison Davis Phone: 415-706-5276

Email: madison@brisbanechamber.org

Name of Organization: Brisbane Chamber of Commerce Organization Website: brisbanechamber.org

Organization Address or P.O. Box: 50 Park Place, 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? 1948

How has your organization added value to the Brisbane community in the past?

The Brisbane Chamber assisted small businesses throughout COVID with critical information about protocols and funding opportunities, partnered with the City of Brisbane to distribute grants, prints Brisbane's only newspaper-The Luminary, gives college scholarships to students, partners with Lipman on a job shadowing day, creates Holiday stars for residents, and sponsors the garden show. These are just a few of our programs.

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

The Brisbane Chamber of Commerce is non-profit 501(c)(6) organization created through a partnership of businesses, civic leaders, and residents working together to enhance Brisbane's economic landscape.

EVENT DETAILS

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

Name of Event: 10/28: Midnight Madness: A Spooktacular Revue
12/30 Event Name TBD

Event Set-up Start Time: 3pm

Event Date (mm/dd/yy): 10/28 and 12/30

Event Start Time: 6:30/7pm

Event Day of Week: Saturday

Event End Time: 9/9:30pm

Event Location: Mission Blue

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

On 10/28 we will be hosting a Halloween themed variety show featuring circus-style acts (contortionist, juggler, bubble blower etc) which will be MC'd by Leanne Borghesi. Seating will consist of cabaret-style tables and risers. Some performers will be Brisbane residents. On 12/30 we are celebrating the Chamber's 75th anniversary and Leanne Borghesi's 50th birthday with a benefit cabaret performance.

Will there be any fundraising at this event? Yes If yes, what will the funds raised be used for? Chamber & it's Scholarship fund

Are there any admission fees for this event? Yes If yes, please list them here: Tickets will range from about \$50-\$100 +/-

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

Guests should be 13+ in age

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): 10/27 (room set up and rehearsal) Opening Time: TBD Closing Time: TBD
Date of Facility Access (mm/dd/yy): 12/29 (room set up and rehearsal) Opening Time: TBD Closing Time: TBD
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:
_____	6ft Long Rectangle Tables
_____	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? Yes with *Lighting Technician? Yes
*Theater Risers? Yes

*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 (beer/wine) be sold at your event? Yes 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? _____ If yes, this permit is required 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](#)

Brisbane Business License

Do you intend to sell goods of any kind at your event? Yes If yes, you must have a valid [Brisbane Business License](#)

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 for your event are expected 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  Date 8/21/23

ADMINISTRATIVE SECTION

Facility Application? _____ Permit # _____ CC Report Due _____ CC Meeting Date: _____