



CITY COUNCIL AGENDA REPORT

Meeting Date: 5/2/2024

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 Lyrical Opposition's Lyrical Festival and Fundraiser as a cosponsored event.

Background

Lyrical Opposition is a Non-profit 501(c)(3) organization established in 2020. Their mission is to foster lyrical arts that advances social justice and systemic change efforts by cultivating messages of hope that inspire and empower. They have provided multiple admission-free art events throughout Brisbane, bringing patronage to local establishments. They also hosted an admission-free festival and fundraiser highlighting local artists, filmmakers, and vendors.

Discussion

Lyrical Opposition's Lyrical Festival and Fundraiser will be held at the Mission Blue Center on Saturday, June 29, 2024, from 5:00-9:00pm. Any funds raised at the event will benefit their nonprofit work and to continue to produce admission-free events. The event will include film, music, and food vendors. 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

Lyrical Opposition 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 4 hours @ \$350/hour = \$1,400 <i>(including set up/clean up)</i>	Waived per City policy for Non-profit use
Mission Blue Rental Deposit	\$500 <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

 Jeff Franco, Recreation Coordinator

Noreen Leek

 Noreen Leek, Parks & Recreation Director

Clay Holstine

 Clay Holstine, 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: Christian Allan Bustos Contact Person's Phone: 415-359-5540

Contact Person's Email: christian@lyricalopposition.org

Name of Organization: Lyrical Opposition Organization's Website: https://www.lyricalopposition.org

Organization's Address or P.O. Box: 132 Visitacion Ave, Brisbane, CA 94005

Circle ONE of the following items 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? 2020

How has your organization contributed to the Brisbane community in the past 2 years?

Hosted multiple co-sponsored arts and culture events with the City of Brisbane and the Chamber of Commerce.

Opened a record store last year with very affordable prices of \$5 or less for all records for Brisbane residents.

Two members attend and serve on the board of the Friends of the Library.

In addition to serving on the IDEA committee the last 2 years.

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

Lyrical Opposition's purpose is to cultivate lyrical artists and activists to oppose systemic oppression through creative expression, education, and communal joy.

EVENT DETAILS

Name of Event: Lyrical Festival and Fundraiser 2024 Event Set-up Start Time: 3pm

Event Date (mm/dd/yy): 06/29/2024 Event Start Time: 5pm

Event Day of Week: Saturday Event Close Time: 9pm

Event Location: Mission Blue Center

Reservation Permit Number (if applicable): _____

Describe what can be expected from this event? (ex. Performance, shopping, activities, etc.)

Film, Music, Food Vendors

Will there be any fundraising at this event? Yes If yes, what will the funds raised be used for? Produce admission-free events

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.)

Yes, open to public.

INDOOR FACILITY ACCESS REQUEST

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

Date of Facility Access (mm/dd/yy): 06/29/2024 Opening Time: 3pm Closing Time: 10pm
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

<Insert Equipment Use Liability Notice>

Indicate the equipment you wish to borrow for this event.

Bluetooth Speaker? _____ with Microphone? _____

Projector & Screen? (Mission Blue Only) Yes

Theater Risers? (Mission Blue Only) Yes

Theatrical Lighting? (Mission Blue Only) Yes Lighting Technician? Yes

Other: _____

Quantity:

Item:

_____	6ft Long Rectangle Tables
_____	5ft Diameter Round Tables
_____	Chairs
_____	10ft x 10ft Canopy/Pop-up Tent
_____	Weighted Sandbags

PERMITS

Food & Beverage Permits

Will any food or non-alcoholic beverages be sold at your event? Yes If yes, this permit is required [smhealth.org/food-program](https://www.smhealth.org/food-program)

Will alcoholic beverages be served or sold at your event? _____ 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? No If yes, you must obtain a [Brisbane Encroachment Permit](#)

Amplified Sound Permits

No. Standard sound setup indoors at Mission Blue Center.

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

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 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 4/16/2024