



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** December 4, 2025  
**From:** Jeff Franco, Recreation Coordinator  
Noreen Leek, Parks & Recreation Director

**Subject:** Approve the Brisbane Village Helping Hands 10<sup>th</sup> Anniversary Celebration for Event Cosponsorship

### Recommendation

Staff recommend approval of the Brisbane Village Helping Hands 10th Anniversary Celebration as a cosponsored event.

### Background

Brisbane Village Helping Hands (BVHH) is a Non-profit 501(c)(3) organization established in 2016. Their mission is to be a resource to help residents stay in their homes as they “age in place” in Brisbane and to help them maintain a connection to the broader community. BVHH provides volunteer services to their members, who are all Brisbane residents, including transportation, friendly visits, minor home repair, and help with technology.

### Discussion

Brisbane Village Helping Hands 10<sup>th</sup> Anniversary Celebration event will be held at the Sunrise Room on Sunday, February 8, 2026, from 1:00pm-4:00pm. Any funds raised at the event will benefit their nonprofit work. The event will include refreshments, socializing, a welcome speech, and a brief musical performance. Admission is free to the general public. Meeting the City’s Group II requirements for facility use with the event open to the general public qualifies them for free use of the facility and waives the deposit requirement.

### Fiscal Impact

Brisbane Village Helping Hands is requesting support from the City as summarized in the table below. They have requested use of the Sunrise 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 with event insurance.

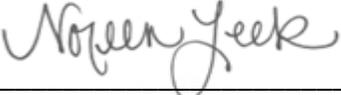
FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rate of Building Attendant for Sunrise Room	Approximately 3 hours \$50/hour = \$150 <i>(including set up/clean up)</i>	Waived per City policy for Non-profit use

Sunrise Room Rental Deposit	\$250 <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

## 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: NANCY COLMAN Contact Person's Phone: 415 672-2911  
 Contact Person's Email: ncolman@msn.com  
 Name of Organization: Brisbane Village Helping Hands Organization's Website: www.brisbanevillage.org  
 Organization's Address or P.O. Box: PO Box 734, 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? 2016

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

To date we have provided over 1300 services to Brisbane seniors, as well as social events, to help older Brisbane residents remain in their homes and connected to our community as we age.

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

Our organization's mission is to help older Brisbane residents be able to remain in our homes and ~~connected~~ stay connected to our community as we age. We do this by providing volunteer services, including transportation, <sup>minor</sup> home repair and maintenance, help with technology & friendly visits, as well as occasional social events.

## EVENT DETAILS

Name of Event: Brisbane Village Helping Hands Anniversary Celebration Event Set-up Start Time: 1:00 pm  
 Event Date (mm/dd/yy): 02/18/26 Event Start Time: 2:00 p.m  
 Event Day of Week: Sunday Event Close Time: 4:00 p.m  
 Event Location: Sunrise Room  
 Reservation Permit Number (if applicable): \_\_\_\_\_

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

Refreshments, socializing, brief welcome speech, brief musical performance

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.)

N/A

## 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): 02/08/26 Opening Time: 1:00 pm Closing Time: 4:00 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

<Insert Equipment Use Liability Notice>

Indicate the equipment you wish to borrow for this event.

Bluetooth Speaker? \_\_\_\_\_ with Microphone? \_\_\_\_\_

Projector & Screen? (Mission Blue Only) \_\_\_\_\_

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

Quantity:

Item:

<u>2</u>	6ft Long Rectangle Tables
<u>Chairs available in sunrise room</u>	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? NO If yes, this permit is required [smchealth.org/food-program](http://smchealth.org/food-program)

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.

### Traffic Permits

Will this event require any street or parking closures? NO If yes, you must obtain a Brisbane Encroachment Permit

### Amplified Sound Permits

Do you wish to use amplified sound at this event? NO If yes, you must submit an Brisbane Amplified Sound Permit Application

## ADDITIONAL SUPPORT

Do you need any promotional support for this event?

Signboards?

Social Media?

Digital Graphics / Flyers?

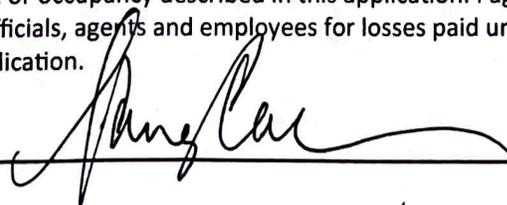
Programs?

Other: Signboard in front of town, mention in Blast + Star

## 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

11/12/25