



CITY COUNCIL AGENDA REPORT

Meeting Date: 4/17/2025

From: Jeff Franco, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

Subject: Approve the Brisbane Village Helping Hands Spring Social Gathering 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 Village Helping Hands Spring Social gathering 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, companionship visits, minor home repairs, and help with technology.

Discussion

Brisbane Village Helping Hands Spring Social gathering event will be held at the Sunrise Room on Sunday, May 4, 2025, from 12:00-3:00pm. Any funds raised at the event will benefit their nonprofit work. The event will include lunch and a brief musical performance. 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

Brisbane Village Helping Hands is requesting support from the City as summarized in the table below. They have requested use of the Sunrise Room 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 4 hours @ \$50/hour = \$200 <i>(including set up/clean up)</i>	Waived per City policy for Non-profit use
Facility Rental Deposit	\$200 <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

Jeremy Dennis
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: brisbanevillage.org
Organization's Address or P.O. Box: P.O. 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?

Providing volunteer services to our members, who are all Brisbane Seniors, including transportation, friendly visits, minor home repair and maintenance, help with tech.

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

The mission of Brisbane Village Helping Hands 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.

EVENT DETAILS

Name of Event: Spring Social Gathering Event Set-up Start Time: ~~10:00 pm~~ 11 AM
Event Date (mm/dd/yy): 05/04/25 Event Start Time: 12:00 pm
Event Day of Week: Saturday Sunday Event Close Time: 3:00 pm
Event Location: Sunrise Room

Reservation Permit Number (if applicable): _____

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

Lunch, a 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.)

it is open to the 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): 05/04/25 Opening Time: 11:00 pm Closing Time: 3:00 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) _____
Theater Risers? (Mission Blue Only) _____
Theatrical Lighting? (Mission Blue Only) _____ Lighting Technician? _____
Other: _____

Quantity:

Item:

2

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? No If yes, this permit is required smchealth.org/food-program

Will alcoholic beverages be served or sold at your event? 3 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:

Help with printing flyers, possibly.

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

[Signature]

Date

3/24/25