



## **CITY COUNCIL AGENDA REPORT**

**Meeting Date:** 6/26/2025

**From:** Jeff Franco, Recreation Coordinator  
Noreen Leek, Parks & Recreation Director

**Subject:** Approve the Sierra Point Yacht Club's 2025 Regatta 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 2025 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 20, 2025, 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 provide 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 (10) 6 foot tables, 40 chairs, 10 pop-up tents and 20 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 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 (10 tables, 40 chairs, 10 tents, 20 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

  
\_\_\_\_\_  
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](mailto: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

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 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? 1984

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

SPYC has held The Regatta for the last 3 years. Bringing the Brisbane Community together to share in a day of music, food and beverage educational booth to learn about the Marina

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

The SPYC was established to promote social interactions, with the intent of encouraging, safe enjoyable pleasure boating and build relationships with Brisbane and the surrounding yacht Clubs

### EVENT DETAILS

Name of Event: **The Regatta Day**

Event Set-up Start Time: 9am

Event Date (mm/dd/yy): 09/20/25

Event Start Time: 12noon

Event Day of Week: **Saturday**

Event Close Time : 5:00pm

Event Location: 500 Sierra Point Parkway, Brisbane, CA 94005

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, games, 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 restrictions for who may attend? (ex. Age, membership, residency, etc.)

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### 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): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_  
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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:

____ 8-10 ____	6ft Long Rectangle Tables
_____	5ft Diameter Round Tables
____ 30-40 ____	Chairs
____ 10 ____	10ft x 10ft Canopy/Pop-up Tent
____ 20 ____	Weighted Sandbags

## PERMITS

### Food & Beverage Permits

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

Will alcoholic beverages be served or sold at your event? \_\_X\_\_ 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? \_\_X\_\_ If yes, you must obtain a [Brisbane Encroachment Permit](#)

### Amplified Sound Permits

Do you wish to use amplified sound at this event? \_\_X\_\_ 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   E Meg Chandler  

Date   5/20/25