



CITY COUNCIL AGENDA REPORT

Meeting Date: 6/15/2023

From: Sara Nahass, Recreation Coordinator
Noreen Leek, Parks & Recreation Director

Subject: Application for Event Co-sponsorship

Community Goal/Result

Community Building

Purpose

Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

Recommendation

Approve Friends of the Brisbane Library's (FOBL) City-Wide Yard Sale as a co-sponsored event.

Background

The City-Wide Yard Sale is free to everyone to come by and shop flea market style at Brisbane Community Park or to check out the garage/yard sales throughout the City of Brisbane. A map of all the garage/yard sales locations will be distributed. Hosted by the Friends of the Brisbane Library, this annual yard sale is the Friends' biggest fundraiser. Brisbane community members register early to sell on the day of the event, and their registrations fees support the Friend's of Brisbane Library efforts. This event brings community members together in a unique format supporting the repurposing of household supplies/clothing promoting sustainability. It also supports Council's goal of providing aid to non-profit organizations.

Discussion

This year's event is being proposed for July 22, 2023 at the Community Park and along San Francisco Avenue. Event set up would begin at 5:00am and clean up would be complete by 6:00pm.

Fiscal Impact

FOBL is requesting support from the City in the way of promotion and community announcements which has no financial impact. They have requested closure of a portion of San Francisco Avenue for the purpose of the event. Therefore, some staff time from the Public Works crew will be necessary to place public notifications onsite prior and to conduct the closure itself on the day of the event. A permit for doing so will be routed by staff in accordance with the City's policies for traffic encroachment permits.

Measure of Success

Support from the City results in a successful event by the organization.

Attachments

1. Co-sponsorship Application

Sara Nahass

Sara Nahass, Recreation Coordinator

Noreen Leek

Noreen Leek, Parks & Recreation Director

Clayton L. Holstine

Clay Holstine, City Manager

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005
415 - 508 - 2840

1. ORGANIZATION INFORMATION

Organization: Friends of the Brisbane Library

Contact Person: Dawn David/Wendy Towle

Day Phone: DD:4158233552/WT:4153773247

Evening Phone: _____

Address: 163 Visitacion Avenue

City of Residence: Brisbane, CA

Zip 94005

2. FACILITY

Facility Requested: San Francisco Ave./Community Park

If Mission Blue Center, specify room (s)

Costanos Room (Dance Floor) _____

Buckeye Room (Carpeted Room): _____

Lupine Room (Conference Room): _____

Date and Time Requesting to Enter Facility:

7/22/23 5AM

Date and Time Requesting to Leave Facility:

7/22/23 6PM

3. Event Information

Date: 7/22/23 Day of Week: Saturday # of Co-sponsored events this year 0

Starting Time of Event: 5AM Ending Time of Event: 6PM

____ Non Profit for Charity _____ For Profit Fundraiser for Organization Use

Number attending under 18 years old: 50 18 - 20 years: 50 21+ years: 100

Requesting Promotional Support

What is purpose of event: City Wide Yard Sale

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes. _____

No

Will event require sound equipment? No

Sound Technician? No

Will event require theatrical lighting equipment? No

Lighting Technician? No

Will event require promotional support? Yes _____ No _____ If Yes, what is requested? Flyers/Maps

5. ALCOHOLIC BEVERAGES*

Will alcoholic beverages be served? Yes No Sold? Yes No

If selling alcohol, your group must obtain an Alcoholic Beverage Permit.

Please attach a copy of the permit.

ABC permits may be obtained from:

The State of California Alcoholic Beverage Control Department
185 Berry Street
San Francisco, CA 94107
415 / 557 - 3660

*Full Liquor Liability: If liquor, 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.

6. ADMISSION FEES AND SALES*

Will there be an admission fee or booth fee?: Yes No Amount of Fee: \$25

Will there be sales of novelties or goods?: Yes No

Will there be sales of food?: Yes No

(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

Does your group have a City of Brisbane License?: Yes No

* Additional insurance is required for exhibitors, non-food sales concessionaires and food sales concessionaires.

I have read and understand the Policy and Procedures for Event Sponsorship and hereby agree to comply with its content. I understand that failure to observe these regulations or City, State or Federal law will result in cancellation of my event and co-sponsorship status for future events.

DocuSigned by:
Applicant's Signature Dawn David Date 5/26/2023
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