



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 11/21/2024

**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 Silverspot Cooperative Nursery Preschool's Family Breakfast and Movie Mixer as a cosponsored event.

### **Background**

Silverspot Cooperative Nursery Preschool is a Non-profit 501(c)(3) organization established in 2002. Silverspot Cooperative Nursery Preschool is a parent-run, non-profit co-operative nursery school working to create a community of encouragement and learning for families. The goal at Silverspot is to provide a safe and secure environment in which children learn through play to develop their social and language skills. The school is an active member of California Council of Parent Participation Nursery Schools and enrolls children between the ages of 2.5 years and 5 years 11 months.

### **Discussion**

Silverspot's Family Breakfast and Movie Mixer will be held at the Mission Blue Center on Saturday, January 18, 2025, from 9:30am-2:00pm. Any funds raised at the event will benefit the school. The event will include a prepared breakfast bar followed by a family movie. 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**

Silverspot Cooperative Nursery Preschool 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 with event insurance.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Mission Blue Center	Approximately 8 hours @ \$371/hour = \$2,968 <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

*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: Nina Ricci Contact Person's Phone: 415-654-7314

Contact Person's Email: nina.ricci29@yahoo.com

Name of Organization: Silverspot Nursery School Organization's Website: Silverspotcoop.com

Organization's Address or P.O. Box: 4 Solano St., 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? 2002

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

We have been providing a positive, safe, healthy environment in which children learn through a play-based curriculum. We strive for a close connection with parents, teachers and the community at large.

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

Silverspot is a parent-run, non-profit cooperative nursery school working to create a community of encouragement and learning for families.

## EVENT DETAILS

Name of Event: Silverspot Breakfast & Movie Mixer

Event Set-up Start Time: 7:00am

Event Date (mm/dd/yy): 01/18/2025

Event Start Time: 9:30am

Event Day of Week: Saturday

Event Close Time: 2:00pm

Event Location: Mission Blue Center

Reservation Permit Number (if applicable): \_\_\_\_\_

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

The morning will start with a prepared breakfast bar and lead into a movie viewing.

Will there be any fundraising at this event? YES If yes, what will the funds raised be used for? Silverspot Expenses

Are there any admission fees for this event? YES If yes, please list them here: Donation amount is TBD for a Breakfast & Movie Ticket

If this event is NOT open to the general public, what are the restrictions for who may attend? (ex. Age, membership, residency, etc.)

Event will be advertised to Brisbane Community, Silverspot families, Alumni families and friends of silverspot.

## 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): 01/18/2025      Opening Time: 7:00am      Closing Time: 3:00pm  
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:

_____	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 [smhealth.org/food-program](https://www.smhealth.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: \_\_\_\_\_

## 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 Nina Ricci

Date 08/20/2024