



CITY COUNCIL AGENDA REPORT

Meeting Date: 2/1/2024

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 Mothers of Brisbane (MOB) Egg Hunt as a cosponsored event.

Background

Mothers of Brisbane is a Non-profit 501(c)(3) organization established in 2006. Their mission is a parent's club and welcoming community of support for parents of young children in Brisbane, California and surrounding communities. They are single, partnered, married, gay, straight, working, stay-at-home, and self-employed. They come from different backgrounds, cultures, and experiences – but through it all, they are families.

Discussion

The Mothers of Brisbane's Egg Hunt event will be held at the Brisbane Community Park gazebo on Saturday, March 30, 2024 from 10:00am-1:00pm. The event will include an open-to-the-public egg hunt, supplemented with craft activities and performers. 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 outdoor facility and waives the deposit requirement.

Fiscal Impact

The Mothers of Brisbane group is requesting support from the City as summarized in the table below. Use of the outdoor facility and the deposit are waived as part of their Group II designation and the City's facility use policy.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Community Park Gazebo	Approximately 3 hours @ \$73/hour = \$219 <i>(including set up/clean up)</i>	Waived per City policy for Non-profit use
Community Park Gazebo Rental Deposit	\$200 <i>(Typically refundable absent damages)</i>	Waived per City policy for Non-profit use

Borrowing City Equipment (2 tables, 4 chairs)	Waived per City policy for Non-profit use
Promotional and Marketing Support	Waived

Attachments

1. Cosponsorship application

Jeff Franco

Jeff Franco, Recreation Coordinator

Noreen Leek

Noreen Leek, Parks & Recreation Director

Clay Holstine

Clay Holstine, Interim 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: June Heavner Contact Person's Phone: 415-595-4519

Contact Person's Email: june.heavner@gmail.com

Name of Organization: Mothers of Brisbane Organization's Website: Mothersofbrisbane.com

Organization's Address or P.O. Box: 234 Santa Clara St, 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? 2006

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

Within the past two years, the Mothers of Brisbane has supported families in Brisbane by holding a free, open to the public egg hunt.

Also, we coordinate Play Gym, the Mob Shop, meal trains for families in need, the Snow Closet, and the winter cookie exchange, in addition to hosting a parent wellness night and a stroller walk (hopefully the first of many!), and we have prevented countless items from going to landfill by encouraging their re-distribution among the community. Our email list and social media page also provide word-of-mouth referrals for advice and services.

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

The MOB is a, 501 (c)(3), non-profit parents' club and welcoming community of support for parents of young children in Brisbane, California, and surrounding communities. We are single, partnered, married, gay, straight, working, stay-at-home, and self-employed. We come from different backgrounds, cultures, and experiences – but through it all, we are families.

EVENT DETAILS

Name of Event: MOB Egg Hunt Event Set-up Start Time: 9:30am

Event Date (mm/dd/yy): 03/30/24 Event Start Time: 11:00am

Event Day of Week: Saturday Event Close Time: 1:00pm

Event Location: Community Park Gazebo

Reservation Permit Number (if applicable): MOB Egg Hunt

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

A free, open-to-the-public egg hunt supplemented with craft activities and performers. We will use an amplified speaker with a microphone for announcements.

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.)

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: _____
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:

_____ 2 _____

_____ 4 _____

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? **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 _____ 

Date _____ Jan 3, 2024