



CITY COUNCIL AGENDA REPORT

Meeting Date: September 4, 2025
From: Jeff Franco, Recreation Coordinator
Noreen Leek, Parks and Recreation Director
Subject: Approve the Lions Club Senior Holiday Luncheon & Worldwide
Candle Lighting Applications for Event Cosponsorships

Recommendation

Approve the Brisbane Lions Club Senior Holiday Lunch & Worldwide Candle Lighting applications for cosponsored events.

Background

The Brisbane Lions Club, formed in 1947, is a 501(c)(3) committed to serving the community. Lions Clubs are places where individuals join together to give their time and effort to improve their communities, and the world. They help the community get vision and hearing care and equipment. They support the students in the community through the scholarship program, and they provide opportunities for scholarships to any college enrolled student who lives in Brisbane.

Discussion

The Holiday Senior Lunch will be held on Sunday, December 14th, 2025, from 9 AM to 2 PM at the Mission Blue Center. This event is a holiday themed lunch for local seniors in the community. The Worldwide Candle Lighting will also be held on Sunday, December 14th, 2025, from 2 PM to 9 PM at the Mission Blue Center. This event is a gathering of families to honor loved ones who are not with us anymore. There will be a memorial service as well as craftmaking. The Brisbane Lions Club qualifies under the Group II category for use permits as a non-profit group serving the Brisbane community. Meeting the Group II requirements with both events open to the general public qualifies them for free use of the facility and waives the deposit requirement.

Fiscal Impact

The Brisbane Lions Club is requesting support from the City as summarized in the table below. Use of the facility and the deposit are waived as part of their Group II designation.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Mission Blue Center	Approximately 12 hours @ \$371/hour = \$4,452 <i>(including set 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
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: _Lion Sharon

Contact Person's Phone: 650.280.8468

Contact Person's Email: BrisbaneLionsClub@gmail.com

Name of Organization: Brisbane Lions Club

Organization's Website: BrisbaneLions.org

Organization's Address or P.O. Box: P.O. Box 317, 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? 1947

How has your organization contributed to the Brisbane community in the past 2 years? We have provided over \$125,000 in scholar awards to 81 brisbane students. we have provided financial support to various community member s in need. We have also helped a family rebuild their home after the mud slides in 2023.

What is your organization's mission and/or purpose? To Serve the community of Brisbane. Our Lions club motto is "We Serve".

EVENT DETAILS

Name of Event: World Wide Candle Lighting

(mm/dd/yy): 12/14/2025

Event Day of Week: Sunday

Event Set-up Start Time: 2:00pm

Event Start Time: 6:00pm

Event Close Time: 9:00pm

Event Location: Mission Blue

Reservation Permit Number (if applicable): _____

Describe what can be expected from this event? (ex. Performance, shopping, activities, etc.) Families Remembering thier loved ones with crafts, stories and music.

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 some-one 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): 12/14/2025 Opening Time: 2pm Closing Time: 9pm

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) Yes

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 smchealth.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

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



Date **07/28/2025**