



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** October 16, 2025  
**From:** Jeff Franco, Recreation Coordinator  
Noreen Leek, Parks & Recreation Director  
**Subject:** Approve the Mothers of Brisbane MOB Shop for Event  
Cosponsorship

### Recommendation

Staff recommend approval of the Mothers of Brisbane MOB Shop as cosponsored event.

### Background

The Mothers of Brisbane (MOB) is a 501 (c)(3) non-profit parents' club and welcoming community of support for parents of young children in Brisbane and surrounding communities. Established in the summer of 2005, the MOB is a place where families come together to make friends, learn about community resources, hold family events, arrange playgroups and childcare, share information, and support, and generally have a good time together. The MOB consists of single, partnered, married, gay, straight, working, stay-at-home, and self-employed parents. They come from different backgrounds, cultures, and experiences, but through it all, they are families.

The MOB Shop event began in 2000 as a clothing "swap" at the Community Park Gazebo, providing families with an opportunity to repurpose gently used children's items and clothing to other families in need. Over the years, the MOB Shop served as both a fundraiser for the Mothers of Brisbane and as a service to the community. Offering a tax-deductible way for Brisbane families to donate gently used clothing and baby gear, the event allows other families to purchase those same items for a nominal donation. All leftover items are donated to the San Mateo Shelter Network or similar organizations that serve families in our area.

### Discussion

The MOB Shop will take place at the Mission Blue Center on Friday, February 6<sup>th</sup> from 12 PM-5 PM & Saturday, February 7<sup>th</sup>, from 9 AM-3 PM. The Mothers of Brisbane meets the City's Group II requirements with the event open to the general public which qualifies them for free use of the facility and waives the deposit requirement.

### Fiscal Impact

The Mothers of Brisbane 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 17 hours @ \$371/hour = \$6,307 <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](mailto:BRISBANEREC@BRISBANECA.ORG) | OFFICE: 50 Park Place, Brisbane, CA 94005**

## APPLICANT INFORMATION

Name of Contact Person: Ranjani Akula Gupta Contact Person's Phone: 832-567-0501

Contact Person's Email: Ranjani.Akula@gmail.com

Name of Organization: Mothers of Brisbane Organization's Website: \_\_\_\_\_

Organization's Address or P.O. Box: 234 Santa Clara Ave 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? 2005

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

"The MOB" has hosted numerous community events over the years, often either for free or at a low cost. We have brought Playgym/music class, organized the Mob Shop, and several other seasonal events targeted to families in Brisbane and the surrounding area.

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, CA and surrounding communities. We are single, partnered, married, gay, straight, working, stay-at-home, and self-employed. We come from various cultures, and experiences – but through it all, we are families.

## EVENT DETAILS

Name of Event: The Mob Shop

Event Set-up Start Time: Thursday Feb 5th- Sorting (3:30 PM to 8:30 PM)

Event Date (mm/dd/yy): February 5th through 7th, Shop hours Feb 6th-7th

Event Start Time: Fri, Feb 6 — 8:00 AM–12:00 PM · Sorting & organizing donations

Fri, Feb 6 — 12:00–5:00 PM · MoB Shop sale (floor help, cashier, restock)

Event Day of Week: Thursday, Friday, Saturday

Event Close Time: Sat, Feb 7 — 9:00 AM–3:00 PM · MoB Shop sale (floor help, cashier, restock)

Sat, Feb 7 — 3:00–4:00 PM · Clean-up & breakdown

Event Location: Mission Blue

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

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

Rummage sale of gently used clothing, kids' toys and baby gear

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.)

This event will be open to the general public.

## 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): <u>Thursday, Feb 5, 2026</u>	Opening Time: <u>3:30 PM</u>	Closing Time: <u>8:30 pm</u>
Date of Facility Access (mm/dd/yy): <u>Friday, Feb 6, 2026</u>	Opening Time: <u>8:00 am</u>	Closing Time: <u>5:00pm</u>
Date of Facility Access (mm/dd/yy): <u>Saturday, Feb 7, 2026</u>	Opening Time: <u>9:00 AM</u>	Closing Time: <u>5:00 pm</u>

## EQUIPMENT USE REQUEST

<Insert Equipment Use Liability Notice>

Indicate the equipment you wish to borrow for this event.

Bluetooth Speaker? Yes with Microphone? \_\_\_\_\_

Projector & Screen? (Mission Blue Only) \_\_\_\_\_

Other: \_\_\_\_\_

Quantity:

6

20

10

\_\_\_\_\_

\_\_\_\_\_

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? n/a 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? 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? n/a 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



Date 9/24/2025