



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 4/18/2023

**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 Brisbane Chamber of Commerce's & Brisbane Lions Club "A Night in Little Reno" as a cosponsored event.

### **Background**

The Brisbane Chamber of Commerce is Non-profit 501(c)(6) organization created through a partnership of businesses, civic leaders, and residents working together to enhance Brisbane's economic landscape. The Chamber assisted small businesses throughout the COVID-19 pandemic with critical information about protocols and funding opportunities, as well as partnered with the City of Brisbane to distribute grants. The Chamber continues to print The Luminary (Brisbane's only newspaper), offer scholarships to college students, partner with Lipman Middle School on a job shadowing day, create wooden holiday stars for residents, and sponsor the Brisbane Garden Show.

The Brisbane Lions Club is a 501(c)(3) committed to serving the community. The Lions Clubs are places where individuals join together to give their time and effort to improving their communities, and the world. They help the community get vision and hearing care and equipment. They support the students in our community through the scholarship program and provide scholarships to college-bound students who live in Brisbane.

### **Discussion**

The Event, "A Night in Little Reno" will be held on Saturday, June 22nd, 2024 from 6:00-11:00pm at the Mission Blue Center. The Chamber of Commerce qualifies under the Group II category for recreation facilities indoor use permits as a non-profit group serving the Brisbane community. Meeting the Group II requirements with the events open to the general public qualifies them for free use of the facility and waives the deposit requirement.

## Fiscal Impact

The Brisbane Chamber of Commerce is requesting support from the City as summarized in the table below. They have requested use of the Mission Blue Center for the event. 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 11 hours @ \$350/hour = \$3,850 <i>(including set up)</i>	Waived per City policy for Non-profit use
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 generally required to procure insurance on their own and provide a copy to the City.)</i>	Applicant is requesting requirement be waived.
Use of existing theatre lighting at Mission Blue	Waived – provided at no cost.	
Lighting Technician	The City does not traditionally cover this cost and therefore it is the responsibility of the applicant to hire and pay a lighting technician.	
Promotional and Marketing Support	Waived – provided at no cost.	
ABC License for alcoholic beverage sales	The City does not cover this cost and therefore it is the responsibility of the applicant to pay associated fees. The applicant will be required to submit a copy of the license to the City.	

## Attachments

1. Cosponsorship application

  
\_\_\_\_\_

Jeff Franco, Recreation Coordinator

  
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Noreen Leek, Parks & Recreation Director

  
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Clay Holstine, City Manager



# CITY OF BRISBANE COSPONSORSHIP 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:** Madison Davis/Sharon Boggs **Phone:** 415-706-5276

**Email:** madison@brisbanechamber.org/Sharonboggs@gmail.com

**Name of Organization:** Brisbane Chamber of Commerce/Brisbane Lions Club **Organization Website:** brisbanechamber.org/brisbanelions.org

**Organization Address or P.O. Box:** 50 Park Place, Brisbane/ PO Box 317-Brisbane

Circle **ONE** of the following descriptions 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?** 1946/1947

**How has your organization added value to the Brisbane community in the past?**

The Brisbane Chamber assisted small businesses throughout COVID with critical information, partnered with the City of Brisbane to distribute grants, prints Brisbane's only newspaper-The Luminary, gives college scholarships to students, partners with Lipman on a job shadowing day, creates Holiday stars for residents, and sponsors the garden show. These are just a few of our programs.

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

The Brisbane Chamber of Commerce is non-profit 501(c)(6) organization created through a partnership of businesses, civic leaders, and residents working together to enhance Brisbane's economic landscape.

The Brisbane Lions Club is a 501(c)(3) committed to serving the community. The Lions Clubs are places where individuals join together to give their time and effort to improving their communities, and the world.

## EVENT DETAILS

(If you are requesting multiple days & times, please attach those details on a separate sheet of paper.)

**Name of Event:** A Night in Little Reno

**Event Set-up Start Time:** 12pm

**Event Date (mm/dd/yy):** 6/22

**Event Start Time:** 6:00

**Event Day of Week:** Saturday

**Event End Time:** 10:30/11

**Event Location:** Mission Blue

**Describe what can be expected at this event?** (ex. Performance, Dinner, Activities, etc.)

The Chamber and Lions are partnering together to host a fundraising event, supporting our organizations and our scholarship programs. We are calling it "A Night in Little Reno" to pay homage to Brisbane's nickname in the 30's. We will have casino games (NO ACTUAL GAMBLING), live music, food, raffle, etc.

**Will there be any fundraising at this event?** Yes **If yes, what will the funds raised be used for?** Chamber, Lions, & Scholarship funds

**Are there any admission fees for this event?** Yes **If yes, please list them here:** \$40 per person

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

Guests should be 21+

## INDOOR FACILITY ACCESS REQUEST

City Staff must be present to accommodate the use of any indoor facilities. The below requested times will be used to ensure staff will be available when you need to access the facility. (If you are not requesting indoor facility use, you may skip to the next section.)

Date of Facility Access (mm/dd/yy): 6/21 (room set up) Opening Time: TBD Closing Time: TBD

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

If you would like to request any equipment for an **outdoor event**, please include those details below. (If your event is at one of our indoor facilities, you may indicate your equipment needs on the rental layout.)

Quantity:	Item:
_____	6ft Long Rectangle Tables
_____	Chairs
_____	10ft x 10ft Canopy/Pop-up Tent
_____	Weighted Sandbags

### Mission Blue Center ONLY

If your event will be at the Mission Blue Center, please indicate if you wish to request any of the equipment listed below.

Bluetooth Speaker? \_\_\_\_\_ with Microphone? \_\_\_\_\_  
Projector & Screen? Yes  
\*Theatrical Lighting? Yes with \*Lighting Technician? Yes  
\*Theater Risers? \_\_\_\_\_

\*Any additional fees associated with reservation of special equipment will be the responsibility of the applicant, and may require additional planning time.

## PERMITS

### Alcoholic Beverage Permit

Will alcoholic beverages (beer/wine) be sold at your event? Yes 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.

### Food & Beverage Permits - Outdoor Events Only

Will any food or non-alcoholic beverages be sold at your event? \_\_\_\_\_ If yes, this permit is required [smchealth.org/food-program](http://smchealth.org/food-program)

### Traffic Permits

Will this event require any street or parking closures? No If yes, you must obtain a [Brisbane Encroachment Permit](#)

### Amplified Sound Permits - Outdoor Events Only

Do you wish to use amplified sound at this event? \_\_\_\_\_ If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

### Brisbane Business License

Do you intend to sell goods of any kind at your event? Yes If yes, you must have a valid [Brisbane Business License](#)

## ADDITIONAL SUPPORT

To request promotional support, please circle the specific areas you would like support with. (Please note: promotional support is not guaranteed. Any graphics or content for your event are expected to be provided by the applicant.)

a. Brisbane Signboards   b. Social Media   c. City Website   d. City Publications   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 4/8/24

## ADMINISTRATIVE SECTION

Facility Application? \_\_\_\_\_ Permit # \_\_\_\_\_ CC Report Due \_\_\_\_\_ CC Meeting Date: \_\_\_\_\_