



CITY COUNCIL AGENDA REPORT

Meeting Date: 3/21/2024

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 BEST/PTO's Spring Thing event on 4/20/2024 as a cosponsored event.

Background

The Brisbane Educational Support Team (BEST)/Parent Teacher Organization (PTO) is a Non-profit 501(c)(3) organization established in 1992. Their mission is to foster a strong partnership between parents, teachers, and the school to support the educational and developmental needs of the students. The BEST/PTO, BES PTO, Lipman PTO, and Panorama PTO provide fundraising for all schools within the district. The proceeds are dedicated to enriching student experiences, upgrading facilities, enhancing staff development and expressing appreciation for staff members.

Discussion

BEST/PTO's Spring Thing event will be held at the Mission Blue Center on Saturday, April 20, 2024 from 6:00-11:00pm not including set up and clean up time. All funds raised at the event will benefit all of the schools in the Brisbane School District. The event will include a dinner, dance, and a small silent auction. 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

BEST/PTO 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 event insurance.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Mission Blue Center	Approximately 8 hours @ \$350/hour = \$2,800 <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

Clay Holstine

Clay Holstine, 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: Elizabeth Larson Contact Person's Phone: 415 279 5959

Contact Person's Email: ejt814@gmail.com

Name of Organization: BEST PTO Organization's Website: _____

Organization's Address or P.O. Box: _____

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? 1992

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

The BEST PTO, BES PTO, Lipman PTO, and Panorama PTO provide fundraising for all schools within the district. The proceeds are dedicated to enriching student experiences, upgrading facilities, enhancing

What is your organization's mission and/or purpose? Staff development, and expressing appreciation for staff members.

The PTO aims to foster a strong partnership between parents, teachers, and the school to support the education and development needs of students.

EVENT DETAILS

Name of Event: Spring Thing

Event Set-up Start Time: 3:00 pm

Event Date (mm/dd/yy): 04/20/24

Event Start Time: 6:00 pm

Event Day of Week: Saturday

Event Close Time: 11:00 pm

Event Location: Mission Blue

Reservation Permit Number (if applicable): _____

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

Dinner, Dance, Small silent auction

Will there be any fundraising at this event? yes If yes, what will the funds raised be used for? Brisbane School District

Are there any admission fees for this event? yes If yes, please list them here: price TBD

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

N/A

INDOOR FACILITY ACCESS REQUEST

TBD

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): _____ 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

TBD

<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? _____ If yes, this permit is required smchealth.org/food-program

Will alcoholic beverages be served or 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.

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? yes 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?

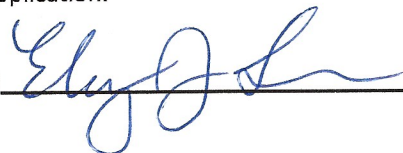
Programs?

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

2/29/24