



CITY COUNCIL AGENDA REPORT

Meeting Date: December 15th, 2022

From: Sara Nahass Lopez, Recreation Coordinator

Subject: Application for Event Co-Sponsorship – MOB Shop

Community Goal/Result

Community Building - Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation

Purpose

Support local Non-profit organizations.

Recommendation

Approve the Mothers of Brisbane (MOB) Rummage Sale as a co-sponsored event.

Background

The Mothers of Brisbane (MOB) will host their annual Rummage Sale at Mission Blue Center on the weekend of February 9-11, 2023. The 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 currently has over 300 members, and an active Board of Directors.

Started as a clothing "swap", the Clothing Sale serves as the most successful MOB fundraiser, providing members with an opportunity to repurpose gently used children's items and clothing to other families in need. At its inception in 2000, the event was held at the gazebo in the Community Park. The following year it was moved to the Community Center and has since outgrown the space. The Clothing Sale serves as both a great fundraiser for the Mothers of Brisbane and 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 (clothing is usually \$1 per item, equipment is priced based on the item and condition). All leftover items are donated to the San Mateo Shelter Network or similar organizations that serve families in our area.

This year, the Mothers of Brisbane is requesting use of Mission Blue for the event which will allow them to spread the sale over two days, conduct additional publicity to engage

surrounding communities, and essentially increase fundraising revenues for the club. Funds raised because of the event will support future MOB events and provide additional opportunities for the MOB member community.

Fiscal Impact

The Mothers of Brisbane Rummage Sale event qualifies under the Group II category for recreation facilities indoor use permits. Meeting the Group II requirements of being a resident non-profit with their event open to the public qualifies them for free use of the facility and waives the deposit requirement. The Mothers of Brisbane is requesting the City's support by allowing use of the Mission Blue Center and waiving the requirement of the club to provide insurance.

Attachments

1. Co-sponsorship Event Application

Sara Nahass Lopez

Sara Nahass Lopez, Recreation Coordinator

Clayton L. Holstine

Clay Holstine, City Manager

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005
415 - 508 - 2840

1. ORGANIZATION INFORMATION

Organization: Mothers of Brisbane
Contact Person: Maddy Johnson
Day Phone: 415-316-3796
Evening Phone: 415-316-3796
Address: 1117 Humboldt Rd.
City of Residence: Brisbane
Zip: 94005

2. FACILITY

Facility Requested: Mission Blue Community Center
If Mission Blue Center, specify room (s) All rooms
Costanos Room (Dance Floor) _____
Buckeye Room (Carpeted Room): _____
Lupine Room (Conference Room): _____

Date and Time Requesting to Enter Facility:
February 9, 2023 at 6pm

Date and Time Requesting to Leave Facility:
February 11, 2023 at 5pm

3. Event Information

Date: Feb. 9 - Feb 12, 2023 Day of Week: Thurs-Sun # of Co-sponsored events this year 0
Starting Time of Event: 12 NOON Ending Time of Event: 5pm
 Non Profit for Charity _____ For Profit _____ Fundraiser for Organization Use _____
150 Number attending under 18 years old: _____ 18 - 20 years: 50 21+ years: 100
 Requesting Promotional Support

What is purpose of event: Rummage sale

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes. All round tables & some rectangular tables & chairs

Will event require sound equipment? NO Sound Technician? NO

Will event require theatrical lighting equipment? NO Lighting Technician? NO

Will event require promotional support? Yes _____ No _____ If Yes, what is requested? Signboard, ad in the Star & Blast

OFFICE USE ONLY

Received By: _____

Date: _____

Date Approved: _____

Title: _____

Copies: _____

Custodian - Date: _____

Police - Date: _____

Fire - Date: _____

Yes Date Paid: _____ Waived

Ck # / M.O. # / Cash: _____

Event Insurance: By City By Event Organizer

City: _____ Cert #: _____

Date Issued: _____

Amount: \$ _____

Date Paid: _____

Ck#/M.O.#/Cash: _____

If selling alcohol additional insurance purchased?

By City By Event Organizer

Is any group being displaced? _____

If so, which group? _____

of Co-sponsored events this calendar year? _____

Promotional Support? Yes No Waived

Additional Lighting: Yes No Waived

Lighting Technician: Yes No Waived

Additional Sound: Yes No Waived

Sound Technician: Yes No Waived

Facility Use Charge -

80/20 Split Yes Waived

Other fee? Yes Waived

Charge for Staffing cost for extended use of facility Yes Waived

Deposit: Amount: \$ _____

Alcoholic Beverage Permit obtained?

Yes # _____ No

Business License

Yes # _____ No

County Health Permit:

Yes # _____ No

5. **ALCOHOLIC BEVERAGES***

Will alcoholic beverages be served? Yes No Sold? Yes No

If selling alcohol, your group must obtain an Alcoholic Beverage Permit.

Please attach a copy of the permit.

ABC permits may be obtained from:

The State of California Alcoholic Beverage Control Department
185 Berry Street
San Francisco, CA 94107
415 / 557 - 3660

*Full Liquor Liability: If liquor, 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.

6. **ADMISSION FEES AND SALES***

Will there be an admission fee or booth fee?:

Yes No Amount of Fee: _____

Will there be sales of novelties or goods?:

Yes No

Will there be sales of food?:

Yes No

(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

Does your group have a City of Brisbane License?: Yes No

* Additional insurance is required for exhibitors, non-food sales concessionaires and food sales concessionaires.

I have read and understand the Policy and Procedures for Event Sponsorship and hereby agree to comply with its content. I understand that failure to observe these regulations or City, State or Federal law will result in cancellation of my event and co-sponsorship status for future events.

Applicant's Signature Madeline Johnson

Date 12-02-2022