



CITY COUNCIL AGENDA REPORT

Meeting Date: 10/5/2023

From: Sara Nahass, Recreation Coordinator
Noreen Leek, Parks & Recreation Director

Subject: Application for Event Cosponsorships

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 the Brisbane Lions Club's Flu-Shots, Fun Run, Pumpkin Patch, Worldwide Candle Lighting, Annual Senior Luncheon, and Annual Crab Dinner Dance as cosponsored events.

Background

The Brisbane Lions Club is Non-profit 501(c)(3) organization founded in 1947. Their mission is to serve the Brisbane Community. They have helped community members receive vision and healthcare equipment. In 2022, their college scholarship program granted approximately \$70K to 34 Brisbane students. The Lions Clubs are places where individuals join to give their valuable time and effort to improving their communities, and the world. Over the last 100 years, the kindness of Lions and Leos has multiplied across borders, oceans, and continents.

Discussion

The Lion's annual Flu Shots, Fun Run, and Pumpkin Patch will be held in Brisbane's Community Park on Saturday, October 21st, 2023. Any funds raised at the events on October 21st will go towards their scholarship program. The Worldwide Candle Lighting event will take place at the Mission Blue Center on Sunday, December 10th, 2023, from 6-8pm. The Annual Senior Luncheon will be at the Mission Blue Center on Sunday, December 17th, 2023, from 11am-3pm. The Senior Luncheon will be open to any Brisbane seniors who RSVP. The Annual Crab Dinner Dance will be at the Mission Blue Center on Saturday, February 24th, 2023, from 5-10pm. Anyone 21 and over must purchase a ticket to attend. 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 Community Park Gazebo and Mission Blue Center for the aforementioned events. 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 27 hours @ \$350/hour = \$9,450 <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
Hourly Rental of Park Gazebo	Approximately 7 hours @ \$94/hour = \$658 <i>(including rehearsal/set up)</i>	Waived per City policy for Non-profit use
Park Gazebo Rental Deposit	\$200 <i>(Typically, refundable absent damages)</i>	Waived per City policy for Non-profit use
Borrowing City Equipment (8 tables, 10 chairs)	Requesting to be waived	
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 to be waived and the City to absorb liability as done in the past.
Promotional and Marketing Support	Waived	
ABC License for alcoholic beverage sales	The City does not traditionally cover this cost and therefore it is the responsibility of the Non-profit organization to pay associated fees.	

Attachments

1. 10/21/2023 Event Cosponsorship application
2. 12/10/2023 Event Cosponsorship application
3. 12/17/2023 Event Cosponsorship application
4. 2/24/2024 Event Cosponsorship application

Sara Nahass

Sara Nahass, Recreation Coordinator


Noreen Leek, Parks & Recreation Director


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: Lion Jasama Patel - President Phone: (415) 723-0847

Email: BrisbaneLionsClub@gmail.com

Name of Organization: Brisbane Lions Club Organization Website: BrisbaneLions.org

Organization Address or P.O. Box: P.O. Box 317, Brisbane, CA, United States, California

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? 1947

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

We serve the Brisbane Community. We help the community get vision and hearing care and equipment.

We support the students in our community through the scholarship program. We provide scholarships to any college enrolled student who lives in Brisbane. Last year we gave approximately \$70,000 to 34 students.

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

The Lions Club International Theme is "We Serve". That is our purpose. We are the largest volunteer organization in the world!

EVENT DETAILS

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

Name of Event: Brisbane Lions Flu-Shots, Fun Run & Pumpkin Patch

Event Set-up Start Time: _____

Event Date (mm/dd/yy): 10/21/23

Event Start Time: _____

Event Day of Week: Saturday

Event End Time: _____

Event Location: Community Park Gazebo and All Park Area

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

Flu-Shots (San Mateo County Flu Crew) Under the gazebo, Pumpkin Patch under a tent in the grass area, Fun Run BBQ and Registration under the tent by picnic area 1 and 2.

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

Are there any admission fees for this event? yes If yes, please list them here: the fun run has a registration fee, which is a donation.

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 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): _____ Opening Time: _____ Closing Time: _____

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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:
8	6ft Long Rectangle Tables
10	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? _____

*Theatrical Lighting? _____ with Lighting Technician? _____

*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 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.

Food & Beverage Permits - Outdoor Events Only

Will any food or non-alcoholic beverages be sold at your event? No If yes, this permit is required 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? yes If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)
a microphone to let people know where each area is and what they can expect!

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 will need 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 Sharon Boggs

Date 8/25/23

ADMINISTRATIVE SECTION

Facility Application? _____ Permit # _____ CC Report Due _____ CC Meeting Date: _____



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: _____ Phone: _____

Email: _____

Name of Organization: _____ Organization Website: _____

Organization Address or P.O. Box: _____

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? _____

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

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

EVENT DETAILS

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

Name of Event: **worldwide Candle Lighting:** _____

Event Set-up Start Time: 3:00

Event Date (mm/dd/yy): December 10, 2023

Event Start Time: 6:00

Event Day of Week: Sunday

Event End Time: 8:00

Event Location: Mission Blue

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

Lions in Collaboration with Compassionate Friends will be hosting the worldwide Candle Lighting.
Family and friends will gather to remember lost ones loved, lighting a candle together at the designated time.

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 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): 12/10/23 Opening Time: 3:00pm Closing Time: 8:30pm
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? _____
*Theatrical Lighting? _____ with Lighting Technician? _____
*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 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.

Food & Beverage Permits - Outdoor Events Only

Will any food or non-alcoholic beverages be sold at your event? no If yes, this permit is required 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? no If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

ADDITIONAL SUPPORT

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Applicant Signature Sharon Boggs Date 8/25/23

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

EVENT DETAILS

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

Name of Event: Brisbane Lions Annual Senior Luncheon

Event Set-up Start Time: 9:00am

Event Date (mm/dd/yy): December 17, 2023

Event Start Time: 11:00

Event Day of Week: Sunday

Event End Time: 3:00

Event Location: Mission Blue Center

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

Luncheon for Seniors, Approximately 150 attendees

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.)

Any Brisbane Senior is welcome to attend. RSVP requested.

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Date of Facility Access (mm/dd/yy): 12/17/23 Opening Time: 9:00am Closing Time: 3:00pm

Date of Facility Access (mm/dd/yy): _____ Opening Time: _____ Closing Time: _____

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No Money is transacted at any time for this event

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Traffic Permits

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Name of Event: Brisbane Lions Annual Crab Dinner Dance

Event Set-up Start Time: 9:00am

Event Date (mm/dd/yy): 02/24/24

Event Start Time: 5:00pm

Event Day of Week: Saturday

Event End Time: 10:00pm

Event Location: Mission Blue

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

Fundraiser Crab Dinner with Salad Bar and Dancing to follow

Will there be any fundraising at this event? yes If yes, what will the funds raised be used for? Community Service & Scholarships

Are there any admission fees for this event? yes If yes, please list them here: Ticket price for dinner and dancing

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

21 and over ticket needed to attend, walk ins welcome if the event is not sold out.

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