

CITY COUNCIL AGENDA REPORT

Meeting Date: 10/5/2023

From: Sara Nahass, 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 the Mothers of Brisbane's MOB Shop as cosponsored event.

Background

The Mothers of Brisbane 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 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.

This 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 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. 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 & Saturday, January 26th & 27th, 2023. The Mothers of Brisbane meets 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 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 event insurance.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION								
Hourly Rental of Mission Blue Center	Approximately 17 hours @ \$350/hour = \$5,950 (including set up/clean up)	Waived per City policy for Non- profit use						
Mission Blue Rental Deposit	\$500 (Typically refundable absent damages)	Waived per City policy for Non- profit use						
Indoor Event Insurance	Approximately \$100-\$250/event. (Renters are typically required to procure insurance on their own and provide a copy to the city.)	Requesting requirement to be waived and the City to absorb liability as done in the past.						
Promotional and Marketing Support	Waived							

Attachments

1. Cosponsorship application

Sara Nahass

Sara Nahass, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

Clay Holstine, City Manager

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: Ranjani Gupta and Sarah P Mills	Ranjani 832-567-0501, Sarah 774-766-8942					
Email: ranjani.akula@gmail.com, sarah.p.mills@gmail.com						
Name of Organization: Mothers of Brisbane	Organization Website:www.mothersofbrisbane.com					
Organization Address or P.O. Box: 1117 Humboldt Rd, 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 your did your arganization bagin saming the Drichana community	unity? 2005					
What year did your organization begin serving the Brisbane comm	unity:					
How has your organization added value to the Brisbane community	/ in the pastr					
	either for free or at a low cost. We have brought together playgroups, hosted and several other seasonal events targeted to families in Brisbane and the					
<u>`````</u>	nding area.					
What is your organization's mission and/or purpose?						
	munity of support for parents of young children in Brisbane, California, and vorking, stay-at-home, and self-employed. We come from different backgrounds,					
cultures, and experiences – I	out through it all, we are families.					
EVENT DETAILS						
(If you are requesting multiple days & times, please attach those de	cails on a separate sheet of paper.)					
Name of Event: The Mob Shop	Event Set-up Start Time: Fri: 8:00a, Sat 10:00a					
Event Date (mm/dd/yy):01/26/24 - 01/27/24	Event Start Time: Fri: 12:00p, Sat: 10:00a					
Event Day of Week: Friday and Saturday	Event End Time: Fri: 5:00p, Sat: 5:00p					
Event Location: Mission Blue Community Center						
Describe what can be expected at this event? (ex. Performance, Dir Rummage sale of gently used clothing, kids' toys and baby ge						
Will there be any fundraising at this event?no If yes, what v	will the funds raised be used for?					
Are there any admission fees for this event? If yes, please list them here:						
If this event is NOT open to the general public, what are the restrict This event will be open to the general public.	tions for who may attend? (ex. age, membership, residency, etc.)					

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):	Thur, 01/25/24		Opening Time:	6:00p	Closing Time:	8:00p
Date of Facility Access		Fri, 01/26/24		Opening Time:			
Date of Facility Access	(mm/dd/yy):	Sat, 01/27/24		Opening Time:	10:00a	Closing Time:	
EQUIPMENT US							
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 my indicate your equipment needs on the rental layout.)		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?					
Quantity: Item: 6ft Long Rectangle Tables			ector & Screen?		er opnone:		
		e Tables	*Theatrical Lighting? with Lighting Technician?				
Chairs				*Theater Risers?			
	10ft x 10ft Canopy	//Pop-up Tent	*Any additional fees associated with reservation of special equipme			uipment will be	
	Weighted Sandba	gs	the respo	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?n/a_ 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?n/a_ If yes, you must submit an Brisbane Amplified Sound Permit Application							
ADDITIONAL SU		simala tha amasifia			ith /Diagram	-t	
a. Brisbane Signbo b. Social Media c. City Website d. City Publication	nics or content will pards	-	ed by the ap	oplicant.)	vitn. (Please n	ote, promotional su	pport is not
USE AGREEMEN	T & LIABILITY	RELEASE					
To the fullest extent al volunteers and hold th attorneys' fees, arising City, its elected or app use or occupancy description.	nem harmless from g out of the use or content cointed officers, officers, officers	and against any ar occupancy describe cials, agents and e	nd all loss, li ed in this ap	ability, expense, cla pplication. I agree to	ims, costs, sui waive all righ	ts, and damages, in ts of subrogation ag	cluding gainst the
Applicant Sign	ature				Date_	09/01/2023	
ADMINISTRATIV	E SECTION						

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

INDOOR FACILITY ACCESS REQUEST