



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 5/16/2024

**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 the Mothers of Brisbane's CPR/First Aid Training as a cosponsored event.

### **Background**

The Mothers of Brisbane (MOB) is a, 501 (c)(3), non-profit parents' club and a 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.

### **Discussion**

The CPR/First Aid Training will take place at the Mission Blue Center on Sunday, August 25<sup>th</sup>, 2024, from 10:30am-12:30pm. The instruction and presentation will be provided by certified CPR/First Aid instructors from the Brisbane Police Dept and North County Fire Authority. The purpose of this event is to educate families around First Aid and CPR so that they are equipped to respond in the event of an emergency. The event will provide vital life skills to adults, and youth, in attendance. This event is designed as a fundraiser and there is a suggested donation of \$20/adult or \$30/family to benefit the MOB. The Mothers of Brisbane meets 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**

The MOB 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 with event insurance.

## FINANCIAL IMPACT SUMMARY BASED ON APPLICATION

Hourly Rental of Mission Blue Center	Approximately 4.5 hours @ \$350/hour = \$1,575 <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: Mika Frisk Contact Person's Phone: (415) 378-2883

Contact Person's Email: mikajuliafrisk@gmail.com

Name of Organization: Mothers of Brisbane Organization's Website: https://sites.google.com/site/mothersofbrisbane/

Organization's Address or P.O. Box: N/A (mobboardcomms@gmail.com)

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? 2005

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

MOB has hosted many events in the community, including but not limited to: the annual Easter event, recurring playgym sessions at the community center, health and wellness night and Diwali. MOB has also been a source of information and resources for the community, by circulating information for families and being a presence at day in the park.

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

MOB's mission is to connect the community through events for both parents and children as well as through sharing resources and facilitating communication amongst the community.

## EVENT DETAILS

Name of Event: CPR/First Aid Training hosted by Mothers of Brisbane Event Set-up Start Time: 9:00 a.m.

Event Date (mm/dd/yy): 08/25/24 Event Start Time: 10:30 a.m.

Event Day of Week: Sunday Event Close Time: 12:30 p.m.

Event Location: Mission Blue

Reservation Permit Number (if applicable): \_\_\_\_\_

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

Instruction /presentation from certified CPR/First Aid Instructors from Brisbane PD and North County Fire

Will there be any fundraising at this event? Yes If yes, what will the funds raised be used for? MOB's continued activities in the community

Are there any admission fees for this event? Yes If yes, please list them here Suggested donation of \$20 per adult (\$30 per family)

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

No restrictions

## INDOOR FACILITY ACCESS REQUEST

City Staff must be present to accommodate the use of any of our indoor facilities. The following schedule will be used to ensure someone 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): 8/25/24 Opening Time: 9:00 a.m. Closing Time: 1:30 p.m.  
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

<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:

2

6ft Long Rectangle Tables

5ft Diameter Round Tables

50

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? No If yes, this permit is required [smhealth.org/food-program](https://www.smhealth.org/food-program)

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.

### 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? No 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?

Color copies of flyers (approximately 100)

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 4/30/24