



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

Purpose

Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

Recommendation

Approve the Friends of the Brisbane Library's (FOBL) City-Wide Yard Sale as a co-sponsored event.

Background

The City-Wide Yard Sale is open to the general public and includes flea market style shopping opportunities at both the Brisbane Community Park and participating resident homes throughout Brisbane. A map of all the garage/yard sales locations will be distributed to the public. Hosted by the Friends of the Brisbane Library, this annual yard sale is the Friends' biggest fundraiser. Brisbane community members register early to sell on the day of the event, and their registration fees support FOBL efforts. This event brings community members together in a unique format to repurpose household supplies/clothing and promote sustainability. It also supports Council's goal of providing aid to non-profit organizations.

Discussion

This year's event is being proposed for July 27, 2024, at the Community Park and along San Francisco Avenue. Event set up would begin at 5:00am and clean up would be completed by 6:00pm.

Fiscal Impact

FOBL is requesting support from the City in the way of promotion and community announcements which have no financial impact. They have requested closure of a portion of San Francisco Avenue for the purpose of the event. Therefore, some staff time from the Public Works crew will be necessary to place public notifications onsite prior and to conduct the closure itself on the day of the event. A permit for doing so will be routed by staff in accordance with the City's policies for traffic encroachment permits.

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: Dawn David Contact Person's Phone: 415-823-3552

Contact Person's Email: _____

Name of Organization: Friends of the Brisbane Library Organization's Website: fobl.info

Organization's Address or P.O. Box: 163 Visitation Ave, Brisbane, CA 94005

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? 50 yrs +

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

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

We are a nonprofit organization that provides assistance to the Brisbane Library. We organize, develop, and produce events and resources to sustain our small but treasured library.

EVENT DETAILS

Name of Event: Brisbane Citywide Yard Sale Event Set-up Start Time: 5:00 AM

Event Date (mm/dd/yy): 07/27/24 Event Start Time: 8:00 AM

Event Day of Week: Saturday Event Close Time: 6:00 PM

Event Location: San Francisco Ave / Community Park

Reservation Permit Number (if applicable): _____

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

City wide yard sale

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

Are there any admission fees for this event? If yes, please list them here: \$257 Booth

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

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): _____ 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

<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? _____ 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? If yes, you must obtain a Brisbane Encroachment Permit

Amplified Sound Permits

Do you wish to use amplified sound at this event? _____ 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: Spray Chalk / Map

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.

X Applicant Signature *Anna Anna*

Date 4/30/24