



## **CITY COUNCIL AGENDA REPORT**

**Meeting Date:** 2/6/2025

**From:** Jeff Franco, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

**Subject:** Approve the San Bruno Mountain Watch (SBMW) Solstice Gathering 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 San Bruno Mountain Watch (SBMW) Solstice Gathering as a cosponsored event.

### **Background**

San Bruno Mountain Watch is a Non-profit 501(c)(3) organization established in 1995. Their mission is to care for San Bruno Mountain through conservation, ecological restoration, education, and advocacy in partnership with local communities. SBMW engages local communities, including Brisbane residents, in efforts to protect and restore the mountain including habitat workdays. They also teach the community about the cultural and natural history of the mountain and provide them with native plants from the Mission Blue Nursery. The Mission Blue Nursery provides opportunities to learn about and participate in native plant propagation and environmental horticulture.

### **Discussion**

The SBMW Solstice Gathering event will be held at the Brisbane Community Park on Saturday, June 21, 2025 from 2:00-9:00pm. The event will include exhibits about San Bruno Mountain, educational and art activities, a potluck picnic, discussion tables, and plant displays. Please refer to the Event Summary attachment for a detailed outline. Admission is free to the general public. Meeting the Group II requirements with the event open to the general public qualifies them for free use of the outdoor facility and waives the deposit requirement.

### **Fiscal Impact**

San Bruno Mountain Watch is requesting support from the City as summarized in the table below. They have requested use of the Brisbane Community Park for the aforementioned event. Use of the facility and the deposit are waived as part of their Group II designation.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Rental of Community Park Gazebo	Approximately 7 hours @ \$80/hour = \$560 <i>(including set up/clean up)</i>	Waived per City policy for Non-profit use
Daily Rental of Community Park Picnic Areas 1, 2, 3	\$114/day x 3 areas = \$342 <i>(including set up/clean up)</i>	Waived per City policy for Non-profit use
Daily Rental of Community Park Lawn Areas 1, 2	\$257/day x 2 areas = \$514 <i>(including set up/clean up)</i>	Waived per City policy for Non-profit use
Community Park Gazebo Rental Deposit	\$200 <i>(Typically refundable absent damages)</i>	Waived per City policy for Non-profit use
Borrowing City Equipment (10 tables, 40 chairs, 10 pop-up tents, 20 sandbags and/or stakes)	Requesting to be waived	
Promotional and Marketing Support	Requesting to be waived	

#### Attachments

1. Co-sponsorship application
2. Event Summary

Jeff Franco  
Jeff Franco, Recreation Coordinator

Noreen Leek  
Noreen Leek, Parks & Recreation Director

Jeremy Dennis  
Jeremy Dennis, 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](mailto:BRISBANEREC@BRISBANECA.ORG) | OFFICE: 50 Park Place, Brisbane, CA 94005**

## APPLICANT INFORMATION

**Name of Contact Person:** Ariel Cherbowsky Corkidi **Contact Person's Phone:** 415-467-6631

**Contact Person's Email:** ariel@mountainwatch.org

**Name of Organization:** San Bruno Mountain Watch **Organization's Website:** www.mountainwatch.org

**Organization's Address or P.O. Box:** 44 Visitacion Ave, Suite 206, Brisbane, CA 94005. PO Box 53, 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**
- 1971 as the  
"Committee to Save  
San Bruno Mountain."  
1995 as San Bruno  
Mountain Watch

**What year did your organization begin serving the Brisbane community?** \_\_\_\_\_

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

We engage local communities, including Brisbane residents, in efforts to protect and restore the mountain, such as habitat restoration workdays.

We teach the community about the cultural and natural history of the mountain and provide them with native plants from the Mission Blue Nursery.

The Mission Blue Nursery provides opportunities to learn about and participate in native plant propagation and environmental horticulture.

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

The mission of San Bruno Mountain Watch is to care for San Bruno Mountain through conservation, ecological restoration, education, and advocacy in partnership with local communities.

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## EVENT DETAILS

**Name of Event:** San Bruno Mountain Solstice Gathering **Event Set-up Start Time:** 11am

**Event Date (mm/dd/yy):** 06/21/2025 **Event Start Time:** 2pm

**Event Day of Week:** Saturday **Event Close Time:** 9pm

**Event Location:** Brisbane Community Park

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

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

Exhibits about San Bruno Mountain, educational and art activities, potluck picnics, discussion tables, plant displays

**Will there be any fundraising at this event?** Yes **If yes, what will the funds raised be used for?** San Bruno Mountain conservation work

**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.)

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## 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:

10

Item:

6ft Long Rectangle Tables

5ft Diameter Round Tables

40

Chairs

10

10ft x 10ft Canopy/Pop-up Tent

20

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 [smchealth.org/food-program](http://smchealth.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? Yes If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

Will submit permit prior to event

## ADDITIONAL SUPPORT

Do you need any promotional support for this event?

Signboards? Yes

Social Media? Yes

Digital Graphics / Flyers?

Programs?

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 1/23/2025



**San Bruno Mountain Solstice Gathering**  
**Saturday, June 21st, 2025**  
**2pm-9pm**  
**Brisbane, California**  
**Brisbane Community Park**

### **Event Summary**

San Bruno Mountain Watch proposes to host a gathering on Saturday, June 21st, 2025, to celebrate the summer solstice and the life of San Bruno Mountain. The event will be free and open to the public.

The organization, in partnership with the City of Brisbane, will set up a variety of activities, exhibits, and gathering areas at the Brisbane Community Park.

### **Activities**

- **San Bruno Mountain Makerspace:** San Bruno Mountain Watch staff and volunteers will bring supplies and facilitate a variety of arts and crafts activities, such as:
  - Wreath-making with San Bruno Mountain native plants
  - Botanical watercoloring
  - Making clay caterpillars ("clayterpillars") models of the San Bruno elfin butterfly
  - Decorating face-masks with images of San Bruno Mountain flora and fauna
  - Environmental poetry
  - Painting of terra-cotta pots
- **Art Exhibits:** San Bruno Mountain Watch will display printed examples of San Bruno Mountain art and photography on outdoor A-frames.
- **Educational Exhibits:** San Bruno Mountain Watch will set up tables with educational exhibits, posters, books, and booklets about the cultural and natural history of San Bruno Mountain.
- **Native Plant Display and Sale:** San Bruno Mountain Watch's Mission Blue Nursery will display a selection of beautiful San Bruno Mountain native plants and offer them for sale. Some plants will also be given away for free. Other merchandise, such as mountain posters, prints, books, and stickers, will also be available.

- **Discussion Tables:** San Bruno Mountain Watch will set up discussion tables for people to chat about San Bruno Mountain, such as memories of the mountain, favorite trails, mountain conservation efforts, and more. Some tables will feature invited guests such as authors of books on the flora, fauna, and history of San Bruno Mountain, County Park rangers, and others who work on or research San Bruno Mountain.
- **Sunset Hike:** A guided evening walk will be offered, leading interested people from the Brisbane Community Park through Quarry Road to Buckeye Canyon, where participants will hike to the ridge of the mountain and watch the sunset.
- **Potluck and Picnics:** San Bruno Mountain Watch will encourage attendees to bring a communal dish to share with people at the event. We will also provide a selection of snacks, drinks, and food for free to those who attend.
- **Fire Ring:** If permissible, San Bruno Mountain Watch will rent a gas-powered, portable fire-ring, so that participants can gather around the fire, sing songs, and enjoy the warmth.
- **Music:** San Bruno Mountain Watch will invite local and regional musicians to play music throughout the event. The music will not be greatly amplified.

## Event Layout

