



## CITY COUNCIL AGENDA REPORT

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

**From:** Jeff Franco, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

**Subject:** Approve the Mothers of Brisbane (MOB) Egg Hunt  
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 Mothers of Brisbane (MOB) Egg Hunt as a cosponsored event.

### **Background**

Mothers of Brisbane is a Non-profit 501(c)(3) organization established in 2006. Their mission as a parent's club is to inspire a welcoming community of support for parents of young children in Brisbane and surrounding communities. They are single, partnered, married, gay, straight, working, stay-at-home, and self-employed. They come from different backgrounds, cultures, and experiences – but through it all, they are families.

### **Discussion**

The Mothers of Brisbane's annual Egg Hunt event will be held at the Brisbane Community Park gazebo on Saturday, April 19, 2025 from 10:00am-2:00pm. The event will include an open-to-the-public egg hunt, supplemented with craft activities and performers. Participation in the event is free for all attendees. 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**

Mothers of Brisbane is requesting support from the City as summarized in the table below. They have requested use of the Brisbane Community Park gazebo 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		
Hourly Rental of Community Park Gazebo	Approximately 3 hours @ \$73/hour = \$219 <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 (4 tables, 6 chairs)	Waived per City policy for Non-profit use	
Promotional and Marketing Support	Waived	

#### Attachments

1. Cosponsorship application

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: Madeline Johnson Contact Person's Phone: 415-316-3796  
Contact Person's Email: madelinerosaliejohnson@gmail.com  
Name of Organization: Mothers of Brisbane Organization's Website: \_\_\_\_\_  
Organization's Address or P.O. Box: \_\_\_\_\_

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?

The MOB is a non-profit organization that has supported families in the community through annual events like MOB Shop, Playgym, community park Easter Egg Hunt, a CPR Event etc.

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

The mothers of Brisbane is a non-profit parents club & welcoming community of support for parents & families of young children in Brisbane.

### EVENT DETAILS

Name of Event: MOB Easter Egg Hunt Event Set-up Start Time: 8 AM  
Event Date (mm/dd/yy): April 19, 2025 Event Start Time: 10 AM  
Event Day of Week: Saturday Event Close Time: 2 PM  
Event Location: community park gazebo & lawn  
Reservation Permit Number (if applicable): \_\_\_\_\_

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

This event includes an Easter egg hunt on the great lawn plus crafts in the gazebo

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.)

Event is open to the public.



## 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): 04/19/2025 Opening Time: 8:00 AM Closing Time: 2 PM  
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:

3

1

6

\_\_\_\_\_

\_\_\_\_\_

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? NO If yes, this permit is required [smchealth.org/food-program](https://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? NO If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

## ADDITIONAL SUPPORT

Do you need any promotional support for this event?

Signboards? yes Social Media?

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 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 Madeline Johnson

Date 01/3/2025