



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 11/16/2023

**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 Lyrical Opposition’s “Re-Entrification” documentary screening as a cosponsored event.

### Background

Lyrical Opposition is a Non-profit 501(c)(3) organization established in 2020. Their mission is to foster lyrical arts that advances social justice and systemic change efforts by cultivating messages of hope that inspire and empower. They have provided multiple admission-free art events throughout Brisbane, bringing patronage to local establishments. They also hosted an admission-free festival and fundraiser highlighting local artists, filmmakers, and vendors.

### Discussion

Lyrical Opposition’s Re-Entrification: Documentary Screening will be held at the Mission Blue Center on Saturday, January 20, 2024 from 6:00-8:00pm. Any funds raised at the event will benefit their nonprofit work. The event will include the documentary screening itself followed by an interactive Q&A panel. 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 facility and waives the deposit requirement.

### Fiscal Impact

Lyrical Opposition 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 4 hours @ \$350/hour = \$1,400 <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*

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Jeff Franco, Recreation Coordinator

*Noreen Leek*

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Noreen Leek, Parks & Recreation Director

*Clay Holstine*

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Clay Holstine, City Manager



# CITY OF BRISBANE COSPONSORSHIP 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: Christian Bustos Phone: 415-359-5540

Email: christian@lyricalopposition.org

Name of Organization: Lyrical Opposition Organization Website: www.lyricalopposition.org

Organization Address or P.O. Box: 132 Visitacion Ave, Brisbane, CA 94005

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 year did your organization begin serving the Brisbane community? 2020

How has your organization added value to the Brisbane community in the past?

We have provided admission-free arts events at multiple Brisbane restaurants and brought patronage to their establishments. We provided an admission-free festival and fundraiser that highlighted local artists, filmmakers and vendors. We host mixers every year as well.

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

Our mission is to foster lyrical arts that advances social justice and systemic change efforts by cultivating messages of hope that inspire and empower.

## EVENT DETAILS

(If you are requesting multiple days & times, please attach those details on a separate sheet of paper.)

Name of Event: Re-Entrification: Documentary Screening Event Set-up Start Time: 5pm

Event Date (mm/dd/yy): January 20, 2024 Event Start Time: 6pm

Event Day of Week: Saturday Event End Time: 8pm

Event Location: Mission Blue Center

Describe what can be expected at this event? (ex. Performance, Dinner, Activities, etc.)

Documentary screening plus a Q&A panel.

Will there be any fundraising at this event? Y If yes, what will the funds raised be used for? Free arts and film events

Are there any admission fees for this event? N 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.)

## INDOOR FACILITY ACCESS REQUEST

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): January 20, 2024 Opening Time: 5pm Closing Time: 8pm

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

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 may indicate your equipment needs on the rental layout.)

Quantity:

Item:

\_\_\_\_\_

6ft Long Rectangle Tables

\_\_\_\_\_

Chairs

\_\_\_\_\_

10ft x 10ft Canopy/Pop-up Tent

\_\_\_\_\_

Weighted Sandbags

### 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? Y

Projector & Screen? Y

\*Theatrical Lighting? Y with \*Lighting Technician? \_\_\_\_\_

\*Theater Risers? \_\_\_\_\_

\*Any additional fees associated with reservation of special equipment will be the responsibility of the applicant, and may require additional planning time.

## PERMITS

### Alcoholic Beverage Permit

Will alcoholic beverages (beer/wine) be 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.

### Food & Beverage Permits - Outdoor Events Only

Will any food or non-alcoholic beverages be sold at your event? \_\_\_\_\_ If yes, this permit is required [smchealth.org/food-program](http://smchealth.org/food-program)

### Traffic Permits

Will this event require any street or parking closures? \_\_\_\_\_ 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? \_\_\_\_\_ If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

### Brisbane Business License

Do you intend to sell goods of any kind at your event? \_\_\_\_\_ If yes, you must have a valid [Brisbane Business License](#)

## ADDITIONAL SUPPORT

To request promotional support, please circle the specific areas you would like support with. (Please note: promotional support is not guaranteed. Any graphics or content for your event are expected to be provided by the applicant.)

a. Brisbane Signboards

b. Social Media

c. City Website

d. City Publications

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 \_\_\_\_\_

10/9/2023

## ADMINISTRATIVE SECTION

Facility Application? \_\_\_\_\_

Permit # \_\_\_\_\_

CC Report Due \_\_\_\_\_

CC Meeting Date: \_\_\_\_\_