



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Noreen Leek, Parks & Recreation Director

Subject: Application for Event Cosponsorship

Community Goal/Result

Community Building

Purpose

Support local Non-profit organizations.

Recommendation

Approve the San Bruno Mountain Watch celebration for David Schooley as a cosponsored event.

Background

San Bruno Mountain Watch (SBMW) is a non-profit organization whose mission is to “preserve and protect the native ecosystems of San Bruno Mountain, in perpetuity.” Their programs connect people to nature near where they live and help local communities learn about the importance of biodiversity as they nurture the landscapes of this unique place. San Bruno Mountain Watch emerged from the web of lively grassroots movements dedicated to protecting San Bruno Mountain. Today, they work to preserve open space through advocacy and partnerships with landowners and government officials from the surrounding cities and San Mateo County. Furthermore, the organization leads community-based stewardship programs that protect and care for the mountain's diverse habitats and they provide environmental education opportunities for students of all ages.

Discussion

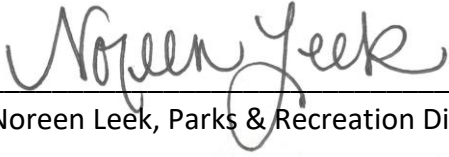
SBMW is requesting use of the Community Center on July 28, 2023 to host a celebration honoring David Schooley and his contributions to preserving San Bruno Mountain. He played an integral role in the founding of San Bruno Mountain Watch and in educating so many about the mountain. The purpose of the event is to acknowledge his substantial contributions and recognize him for his efforts.

Fiscal Impact

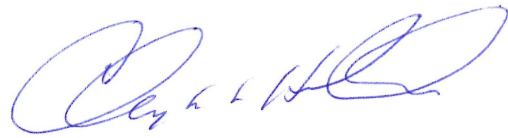
San Bruno Mountain Watch qualifies under the Group II category for recreation facilities indoor use permits. Meeting the Group II requirements of being a resident non-profit with their event open to the general public qualifies them for free use of the facility and waives the deposit requirement.

Attachments

1. Cosponsorship Event Application



Noreen Leek, Parks & Recreation Director



Clay Holstine, City Manager

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005
415 - 657-4320

1. ORGANIZATION INFORMATION

Organization: San Bruno Mountain Watch
Contact Person: Michele Salmon
Day Phone: 415 377 0689
Evening Phone: "
Address: 44 Visitacion Ave #206
PO Box 53
City of Residence: Brisbane
Zip 94005

2. FACILITY

Facility Requested: Community Center
250 Visitacion Ave
If Mission Blue Center, specify room (s)
Costanos Room (Dance Floor) _____
Buckeye Room (Carpeted Room): _____
Lupine Room (Conference Room): _____
Date and Time Requesting to Enter Facility:
3:30 PM
Date and Time Requesting to Leave Facility:
10:00 PM

3. Event Information

Date: July 28, 2023 Day of Week: FRIDAY # of Co-sponsored events this year _____
Starting Time of Event: 5:30 PM Ending Time of Event: 9:00 PM
 Non Profit for Charity _____ For Profit _____ Fundraiser for Organization Use _____
Number attending under 18 years old: _____ 18 - 20 years: _____ 21+ years: _____
Requesting Promotional Support _____

What is purpose of event: SBMW Celebration honoring David Schooley and his contribution to preserving & conserving San Bruno Mtn. He has played an integral role in these efforts, in the founding of Mountain Watch and in educating so many about the mountain.

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes. _____
We will need tables & chairs but set up for appetizers & desserts with occassional seating
One microphone would be appreciated

Will event require sound equipment? maybe Sound Technician? _____
Will event require theatrical lighting equipment? No Lighting Technician? No
Will event require promotional support? maybe Yes _____ No _____ If Yes, what is requested? _____

5. **ALCOHOLIC BEVERAGES***

Will alcoholic beverages be served? Yes No Sold? Yes No

If selling alcohol, your group must obtain an Alcoholic Beverage Permit.

Please attach a copy of the permit.

ABC permits may be obtained from:

The State of California Alcoholic Beverage Control Department
185 Berry Street
San Francisco, CA 94107
415 / 557 - 3660

*Full Liquor Liability: If liquor, 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.

6. **ADMISSION FEES AND SALES***

Will there be an admission fee or booth fee?: Yes No Amount of Fee: Ø

Will there be sales of novelties or goods?: Yes No

Will there be sales of food?: Yes No

(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

Does your group have a City of Brisbane License?: Yes No **EXEMPT AS A 5013C**

* Additional insurance is required for exhibitors, non-food sales concessionaires and food sales concessionaires.

I have read and understand the Policy and Procedures for Event Sponsorship and hereby agree to comply with its content. I understand that failure to observe these regulations or City, State or Federal law will result in cancellation of my event and co-sponsorship status for future events.

Applicant's Signature

Michelle Salmon

Date

6/15/23