

City of Brisbane

Agenda Report

To: City Council via City Manager

From: Stuart Schillinger, Deputy City Manager

Subject: Approval of Park Use Permit

Date: March 3, 2013

Purpose:

Provide a venue for a special event which could become an annual event in Brisbane.

Recommendation:

Approve the applications for the use of the Community Park for the Excelsior Club (Attachment 1). Approve Co-sponsoring the race with the Excelsior Club.

Background:

The Excelsior Running Club puts the Zippy 5K race on every year. In the past it has been held in Golden Gate Park. Last year it was held in Brisbane for the first time. The City allowed the club to use the park and co-sponsored the event. During the budget process for FY 2013/14 the City Council increased the budget for co-sponsored events to cover additional costs for this type of event.

Discussion:

The Excelsior Club has requested to run the race in Crocker Industrial Park this year on April 19, 2014. The race begins at 8:30 and is anticipated to be over by 9:30. The Public Works Director has provided the club with a traffic control plan to be used for the race course. The cost of setting up and taking down the plan elements is about \$1,000 including staff time. In addition to the route the organizers would like to use the Basketball Courts as the registration area and the Community Park as an area for the participants and clubs to gather before and after the race. Although the race itself will be run from 8:30 to 8:30 am with set-up and take down it is anticipated the park would be used from 7:00 am to 1:00pm. This timeframe would not interfere with the City's ability to rent out the picnic areas for that day.

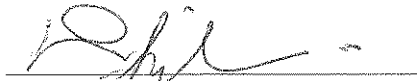
Fiscal Impact:

The Excelsior Running Club is seeking co-sponsorship of these events. The co-sponsorship for the Excelsior Running Club would be to cover the cost of the traffic control plan (\$1,000), Police Overtime (\$200), waiving the per person traffic encroachment fee (\$400), and waiving the fee for the use of the park (\$138).

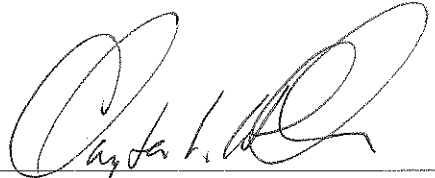
Last year the event cost the City \$1,986. However the cost included the recreation staff time and tents for the after race exposition. Without these extra costs the direct cost for Public Works and Police was \$863.42.

Measure of Success:

A successful event that promotes awareness of the City.



Stuart Schillinger
Deputy City Manager



Clay Holstine
City Manager

CO-SPONSORSHIP EVENT APPLICATION

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

1. ORGANIZATION INFORMATION

Organization: Excelsior Running Club

Contact Person: Andrew Crawford & Cliff Lentz

Day Phone: 650-219-0293

Evening Phone: 415-467-7041

Address: 611 Humboldt Rd
Brisbane CA 94005

City of Residence: Brisbane

Zip: 94005

2. FACILITY

Facility Requested: Community Park

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:

4/19/14 7am to 1pm

Date and Time Requesting to Leave Facility:

1pm

3. Event Information

Date: 4/19/14 Day of Week: Sat. # of Co-sponsored events this year: 1

Starting Time of Event: 7am Ending Time of Event: 1pm

Non Profit for Charity _____ For Profit X Fundraiser for Organization Use

100 Number attending under 18 years old: 100 18 - 20 years: 40 21+ years: 160

Requesting Promotional Support _____

What is purpose of event: promote health & wellness in Brisbane -
raise money for the Brisbane Skate Park - raise money for
BESD athletics

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes. _____

Will event require sound equipment? Yes Sound Technician? No

Will event require theatrical lighting equipment? No Lighting Technician? No

Will event require promotional support? X Yes _____ No _____ If Yes, what is requested? promoting
the race in the Star and website - sign board

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: \$15 to \$30

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

Will there be sales of food?: Yes No

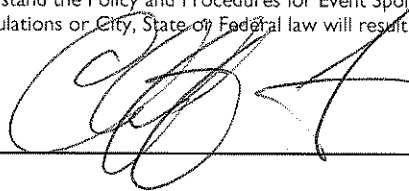
(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

Does your group have a City of Brisbane License?: Yes No

* 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



Date

4/20/14

COMMUNITY PARK DAY USE PERMIT APPLICATION

Recycling Encouraged — Use Designated Containers in the Park

BRISBANE PARKS & RECREATION DEPARTMENT
 50 PARK PLACE, BRISBANE, CA 94005
 NON-EMERGENCY CITY ASSISTANCE 415 / 467-1212
 ALL CHECK PAYMENTS MUST BE PAYABLE TO: CITY OF BRISBANE

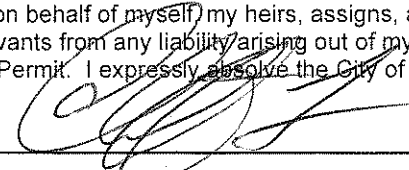
1. **RESERVATION REQUEST**
 Contact Person/Organization: Cliff Lentz / Excelsior Running Club Today's Date: 2/20/14
 Primary Phone: 650-219-0293 Secondary Phone: 415-467-7041
(please circle: cell / home / work) (please circle: cell / home / work)
 Address: 611 Humboldt Rd. City: Brisbane State: CA Zip: 94005
 E-Mail: cliffordlentz@gmail.com CDL#: C1562170

2. **EVENT** (circle all that applies)
 Picnic Area 1: Tables: A B C D Picnic Area(s): 2 3 Lawn Area(s): East West Gazebo
 Date: 4/19/14 Day of Week: Saturday
 Starting Time: (include time for set-up) 7AM Ending Time: (include time for clean up) 1 PM
 Number attending under 21 years old: 100 21+ years: 200

3. **Describe your event** Include nature of event and specific description of use of park.
running race - post event congregation - team and sponsor booths

Please check boxes that apply to your event:
 Jump House* Alcohol Amplified Music/Sound** Volleyball/Badminton Net Piñatas Barbeque
*generator needed for jump house, power not provided **signature on noise ordinance may be required

4. **NOTICE:** This is a legal document which limits our liability, please read carefully! By Signing this document you state that (1) you assume all risk of injuries from participation in this activity, (2) you release the City of Brisbane, its officers, employees, agents, and servants from all liability arising out of your participation in this activity. I. **ASSUMPTION OF RISK:** I voluntarily participate in the activity described in the Brisbane Community Park Use Permit, fully aware of the dangers and risks involved and knowing that the City of Brisbane does not guarantee the construction, condition, or safety of the facilities or the equipment, not the supervision of the activity by its officers, employees, agents, and servants. I expressly assume the risk of all loss, damage or injury from my participation in or presence at the said activity. II. **RELEASE OF LIABILITY:** In consideration for the opportunity to participate in this activity and the services provided by the City of Brisbane, I (on behalf of myself) my heirs, assigns, and legal representatives) release the City of Brisbane, its officers, employees, agents, and servants from any liability arising out of my participation in or presence at the described activity in the Brisbane Community Park Day Use Permit. I expressly absolve the City of Brisbane, its officers, employees, agents, and servants of liability for their negligence.

Applicant's Signature: 

OFFICE USE ONLY

Application Received:	Fees:
Date: _____ By: _____	Tables: \$ _____ Lawn Area: \$ _____
Application Approved:	Gazebo: \$ _____ Gazebo Dep: \$ _____
Date: _____ By: _____	Total Fees: \$ _____
Permit Issued:	Cr Card / Cash / Ck# _____
Date: _____ Permit #: _____	Issued: Police: _____ Attendant: _____

Brisbane Parks & Recreation Department Community Park Use Guidelines

A. RESERVATION PROCEDURE

1. Reservations may be made by contacting the Brisbane Parks & Recreation Department, during normal business hours. Persons/groups wishing to reserve a designated Park area should have alternatives in case their first choice of date and/or time have already been reserved.
2. The application must be completed and filed in person or by mail by an adult representative of the group applying, and for youth groups, by an adult supervisor or representative. No permit will be issued to a minor.

The applicant or group representative agrees to be present during the entire time reserved by their group.

Permit applications must be fully completed and submitted with payment for permit to be issued. This process must be completed no less than three (3) working days prior to the desired date for groups of less than one hundred (100) persons. Payment may be made using credit card, check (payable to: **City of Brisbane**) or cash. Reservations are not valid until fees are paid in full.

Phone reservations will be held for five (5) working days and will not be secured until the application process is complete and the fee is paid within the timeframe prescribed above.

B. OTHER CONSIDERATIONS

1. Any person, group or organization which has damaged or destroyed any City property or has failed to follow established policy in the past may be denied a permit.

Initial 

2. Users of the Park are responsible for any damages or extraordinary cleanup resulting from their use. Permit holders are prohibited from using nails, staples or other items that could damage the park or any of its facilities. Trees are a precious resource – please respect them.

Initial 

3. The permit holder shall be required to perform all site preparation and all clean up following the completion of the event.

4. No person shall use or permit the use of any sound amplification device in any portion of the Park without specific permission of the City of Brisbane. All noise being emitted from said gathering must comply with the City of Brisbane Noise Ordinance.

5. Ball games, practices, tournaments or similar activities by any organized group shall be prohibited.

Initial 

6. Permit holders shall not engage in any activity or set-up any equipment or decorations which infringes on other park users ability to use the Park or any of its other facilities.

7. Permit holders are prohibited from using bar-b-ques or other flammable devices in or within fifteen 15 feet of the Gazebo.
8. On any given date, a maximum of two (2) jump house permits will be issued.
9. **Permit holders who have been approved for use of a jump house MUST provide a secondary container in which the generator will sit. This will eliminate any fuel spillage onto the lawn area.**
10. Barbeque pits are available for use at no additional cost on a first-come first-served basis. Please dispose of spent coals into the provided hot ash containers.

Initial

C. CANCELLATION POLICY

Applicants must notify the Brisbane Parks & Recreation Department office within five (5) working days prior to the scheduled use date for a full refund less cancellation fee of \$8. Failure to cancel an event within this timeframe will result in forfeiture of the reservation fee.

D. REFUND POLICY

In the event of rain, groups will receive a refund or full credit toward a rescheduled date. Rainy day refunds will be determined by the Brisbane Parks & Recreation Department and reviewed as to whether or not the applicant had utilized the reserved area.

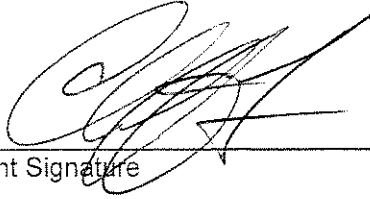
Allow approximately four weeks for processing of refunds.

E. VIOLATIONS OF POLICY

Violations of conditions of this policy guidelines or Park regulations shall be punishable by a fine.

I have read and understand these Guidelines and hereby agree to comply with the content. I understand that failure to observe these regulations of City, State or Federal law may result in severe penalties

Applicant Signature



Date

2/20/14