City of Brisbane
Agenda Report

To: Honorable Mayor and City Council

From: Clay Holstine, City Manager

Date: Meeting of February 3, 2014

Subject: Application for Event Co-Sponsorship

RECOMMENDATION:

Consider approval of Mother's of Brisbane Clothing Swap as a co-sponsored event for the Community Center.

BACKGROUND:

The Mother's of Brisbane (MOB) has submitted the event below for co-sponsorship consideration. Council will need to decide whether:

1. To approve or deny event for Co-sponsorship
2. Determine the level of support Council will provide to the event through approval of waived options. (See Below)

DISCUSSION:

EVENT: **Mother's of Brisbane Clothing Swap, February 9 1:00 – 5:00 pm at Community Center**

The purpose of this event is to support young families in the Brisbane area. This event is a clothing swap of baby clothes, toys, gear, and maternity wear. Nominal donation requested. All proceeds will be donated to charity after expenses for event are covered.

For this event they request:

1. Waiver of Insurance – To be covered by City of Brisbane insurance
2. Waiver of Deposit - if no damage there would be no loss of revenue.
3. Promotional Support – Signs on Sign Board
4. Seven tables for clothing items, 6-8 chairs and one small table for check in.

FISCAL IMPACT/FINANCING ISSUES:

See Attached.

City Manager

CO-SPONSORSHIP EVENT APPLICATION

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

1. ORGANIZATION INFORMATION

Organization: Mothers of Brisbane

Contact Person: Michelle Woodruff

Day Phone: 617-699-2402

Evening Phone: _____

Address: Sierra Point Road

City of Residence: Brisbane

Zip 94005

2. FACILITY

Facility Requested: _____

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: _____

Date and Time Requesting to Leave Facility: _____

3. Event Information

Date: 2.9.14 Day of Week: Sunday # of Co-sponsored events this year _____

Starting Time of Event : ~~10:00~~ 12:00 Ending Time of Event: 5:00

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

_____ Number attending under 18 years old: _____ 18 - 20 years: _____ 21+ years: _____

✓ Requesting Promotional Support

What is purpose of event: Cloth Swap

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

5 Tables; Sound Equipment

Will event require sound equipment? Yes Sound Technician? No

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

Will event require promotional support? ✓ 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: _____

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 _____