City of Brisbane
Agenda Report

To: Honorable Mayor and City Council

From: Noreen Leek, Recreation Manager

Subject: Application for Event Co-Sponsorship

Date: Meeting of November 2nd, 2017

Recommendation:

Approve Mother's of Brisbane Clothing Sale as a co-sponsored event.

Background:

The Mother's of Brisbane (MOB) will host their 7th annual Clothing Sale at Mission Blue Center on the weekend of January 26-27, 2018. The MOB is a, 501 (c)(3), non-profit parents' club and welcoming community of support for parents of young children in Brisbane, and surrounding communities. Established in the summer of 2005, the MOB is a place where families come together to make friends, learn about community resources, hold family events, arrange playgroups and childcare, share information and support, and generally have a good time together. The MOB currently has over 300 members, and an active nine-member Board of Directors.

Started as a clothing "swap", the Clothing Sale serves as the most successful MOB fundraiser, providing members with an opportunity to repurpose gently used children's items and clothing to other families in need. At its inception in 2000, the event was held at the gazebo in the Community Park. The following year it was moved to the Community Center and has since outgrown the space. The Clothing Sale serves as both a great fundraiser for the Mother's of Brisbane and a service to the community. Offering a tax-deductible way for Brisbane families to donate gently used clothing and baby gear, the event allows other families to purchase those same items for a nominal donation (clothing is usually $1 per item, equipment is priced based on the item and condition). All leftover items are donated to the San Mateo Shelter Network or similar organizations that serve families in our area.

This year, the Mother's of Brisbane is requesting use of Mission Blue for the event which will allow them to spread the sale over two days, conduct additional publicity to engage surrounding communities, and essentially increase fundraising revenues for the club. Funds raised as a result of the event will support future MOB events and provide additional opportunities for the MOB member community.

Fiscal Impact:

The Mother's of Brisbane Clothing Sale event 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.

The Mother's of Brisbane is requesting the City's support by allowing use of the Mission Blue Center and waiving the requirement of the club to provide insurance. The MOB is asking for financial consideration for this year's event in the amount of $107.40 for the waiving of the insurance requirement.

Noreen Leek
Recreation 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: Mothers of Brisbane

Contact Person: Michelle Woodruff
Day Phone: 650-488-7452
Evening Phone: 617-699-2402
Address: 222 San Benito Rd

City of Residence: Brisbane, CA
Zip 94005

2. **FACILITY**

Facility Requested: Mission Blue

If Mission Blue Center, specify room (s)
Costanos Room (Dance Floor) X
Buckeye Room (Carpeted Room):
Lupine Room (Conference Room):

Date and Time Requesting to Enter Facility:
01/26/2018 8 am
Date and Time Requesting to Leave Facility:
01/27/2018 6 pm

3. Event Information

Date: 01/26-27/2018 Day of Week: Fri/Sat # of Co-sponsored events this year 0
Starting Time of Event : 8 am Ending Time of Event: 6 pm
X Non Profit for Charity ____ For Profit X Fundraiser for Organization Use
____ Number attending under 18 years old: up to 10 18 - 20 years: ____ 21+ years: up to 20
X Requesting Promotional Support

What is purpose of event: To display and sell donated clothing and baby items to raise funds for the Mothers of Brisbane.

Will you need special sitting, tables, chairs, risers, etc.? (Yes) or No (please circle) Please explain if yes.
We will require use of the tables in Mission Blue and some chairs for volunteers. We are also seeking that the insurance requirement be waived.

Will event require sound equipment? No 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?
A page on the Brisbane signboard before the event.

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 10/20/2017

OFFICE USE ONLY

Received By:_____

Date: _____

Date Appl'n Approved: _____

Title: _____

Copies:

Custodian - Date: _____

Police - Date: _____

Fire - Date: _____

Is any group being displaced?_____

If so, which group? _____

# of Co-sponsored events this calendar year? _____

Promotional Support? Yes ☐ No ☐ Waived ☐

Additional Lighting: Yes ☐ No ☐ Waived ☐

Lighting Technician: Yes ☐ No ☐ Waived ☐

Additional Sound: Yes ☐ No ☐ Waived ☐

Sound Technician: Yes ☐ No ☐ Waived ☐

Facility Use Charge -

80/20 Split Yes ☐ Waived ☐

Other fee? Yes ☐ Waived ☐

Charge for Staffing cost for extended use of facility Yes ☐ Waived ☐

Deposit: Amount: $_____

Yes ☐ Date Paid: _____ Waived ☐

Ck # / M.O. # / Cash: _____

Event Insurance: By City ☐ By Event Organizer ☐

City: Cert #: _____

Date Issued:_____

Amount:$ _____

Date Paid:_____

Ck#/M.O.#/Cash: _____

If selling alcohol additional insurance purchased?

By City ☐ By Event Organizer ☐

Alcoholic Beverage Permit obtained?

Yes # _____ No

Business License

Yes # _____ No

County Health Permit:

Yes ☐ # _____ No ☐