

# *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 October 4<sup>th</sup>, 2018

### **Recommendation:**

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

### **Background:**

The Mother's of Brisbane (MOB) will host their 7<sup>th</sup> annual Clothing Sale at Mission Blue Center on the weekend of January 25-26, 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)

Buckeye Room (Carpeted Room): \_\_\_\_\_

Lupine Room (Conference Room): \_\_\_\_\_

Date and Time Requesting to Enter Facility:

01/25/2019 8 am

Date and Time Requesting to Leave Facility:

01/26/2019 6 pm

## 3. Event Information

Date: 01/25-26/2019 Day of Week: Fri/Sat # of Co-sponsored events this year 0

Starting Time of Event : 8 am Ending Time of Event: 6 pm

Non Profit for Charity \_\_\_\_\_ For Profit  Fundraiser for Organization Use

Number attending under 18 years old: up to 30 18 - 20 years: \_\_\_\_\_ 21+ years: up to 50

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?  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 \_\_\_\_\_

9/10/2018

**OFFICE USE ONLY**

Received By: Noreen Leek

Date: 9/10/2018

Date Appl'n Approved: 9/10/2018

Title: RECREATION MANAGER

Copies: \_\_\_\_\_

Custodian - Date: \_\_\_\_\_

Police - Date: \_\_\_\_\_

Fire - Date: \_\_\_\_\_

Is any group being displaced? NO

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