

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of August 1, 2011
Subject: Applications for Event Co-Sponsorship

RECOMMENDATION:

Consider approval BDW Holiday Arts and Crafts Fair Fundraiser as a co-sponsored event.

BACKGROUND:

BDW will again have their Holiday Arts and Crafts Fair this coming December. Arts and Crafts people from Brisbane and surrounding area will be selling their wares. Tables, chairs, house sound system to play holiday music, and hanging four of the stage curtains is all that event requires. Booth vendors will pay \$60 - \$75 to enter the fair. Alcohol will be served, but not sold. Food items will be sold.

FISCAL IMPACT/FINANCING ISSUES:

For this event they request financial consideration for \$288.00:

1. Waiver of Deposit - if no damage there would be no loss of revenue.
2. Staff time at Facility – 1 Staff member 14 Hours \$16.00 an hour; Additional staff member for set up and clean up 4 hours at \$16.00 an hour. Total: \$288.00



City Manager

1. ORGANIZATION INFORMATION

Organization: Brisbane Dance Workshop
Contact Person: Camille Salmon
Day Phone: 650-576-7126
Evening Phone: 415-467-6698
Address: 325 San Bruno
City of Residence: Brisbane
Zip: 94005

2. FACILITY

Facility Requested: Mission Blue 12/11/11
~~#~~ Park Gazebo & lawn 9/26/11
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:
Sunday Dec 11, 2011
Date and Time Requesting to Leave Facility:
8am to 6pm-
~~#~~ 3 curtains to be hung after Sat 12/10
ELVA

3. Event Information

Date: Sunday 12-11-11 Day of Week: Sunday # of Co-sponsored events this year 2
Starting Time of Event: 8am Ending Time of Event: 6pm
 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: Brisbane Dance Workshop - Crafts Fair
fundraiser for BDNW.
~~#~~ Park Gazebo & lawn - movie in the park - w/ fundraising
movie is free and opened to all - snacks & drinks

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes. _____
- 3 curtains to be hung after Sat. 12-10-11 event
Kitchen we needed
- sound needed

Will event require sound equipment? yes- Sound Technician? NO
Will event require theatrical lighting equipment? NO Lighting Technician? NO
Will event require promotional support? Please Yes _____ No _____ If Yes, what is requested? announcement
in city news-

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.

ADMISSION FEES AND SALES*

Will there be an admission fee or booth fee?:

Yes No

Amount of Fee:

75⁰⁰

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

Camille Churefano

Date

7-9-11

COMMUNITY PARK DAY USE PERMIT APPLICATION

Recycling Encouraged — Use Designated Containers in the Park

BRISBANE PARKS & RECREATION DEPARTMENT
 50 PARK PLACE, BRISBANE, CA 94005
 FOR RESERVATIONS 415 / 508-2140
 NON-EMERGENCY CITY ASSISTANCE 415 / 467-1212

1. **RESERVATION REQUEST**
 Contact Person/Organization: Brisbane Dance Workshop Today's Date: 7-11-11
 Day Phone: 650-576-7126 Evening Phone: 415-467-6698
 Address: 325 San Bruno City: Brisbane State: CA Zip: 94005
 E-Mail: Camosal@Stocglobal.net CDL#: _____

2. **EVENT** (circle all that applies)
 Picnic Area(s): 1 2 3 4 Tables: A B C D Grassy Area(s): East West Gazebo
 Date: Sept 24, 2011 Day of Week: Saturday
 Starting Time: (include time for set-up) 6 pm Ending Time: (include time for clean up) After movie 10pm
 Number attending under 18 years old: _____ 18 - 20 years: _____ 21+ years: _____

3. **Describe your event** Include nature of event and specific description of use of park.
A fundraiser / free movie in the park -
 Please check boxes that apply to your event: movie
 Jump House* Alcohol Amplified Music Volleyball/Badminton Net Piñatas Barbeque
 *generator needed for jump house, power not provided.

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, nor 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: Camille [Signature]

OFFICE USE ONLY

<p>Application Received: Date: _____ By: _____</p> <p>Application Approved: Date: _____ By: _____</p> <p>Jump House Approved: Date: _____ By: _____</p>	<p>Fees: Tables: \$ _____ Grass Area: \$ _____ Gazebo: \$ _____ Gazebo Dep: \$ _____ Total Fees: \$ _____ Cr Card / Cash / Ck# _____ Issued: Police: _____ Attendant: _____</p>
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