

City of Brisbane Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of February 6, 2012
Subject: Applications for Event Co-Sponsorship of Brisbane Dance Workshop Annual Spring Performance

PURPOSE:

To support BDW's Spring Performance which may be enjoyed by all Brisbane residents.

RECOMMENDATION:

Consider approval of Brisbane Dance Workshop Annual Spring Performances as a co-sponsored event in the Mission Blue Center on May 19 and 20, 2012.

DISCUSSION:

EVENT: Brisbane Dance Workshop Annual Spring Performances


This event is a non-profit event. All proceeds go to the Brisbane Dance Workshop.

For this event they request:

1. Waiver of 80/20 Split
2. Waiver of Deposit - if no damage there would be no loss of revenue.
3. Staff Time at Facility – 62.5 hours at \$16.00 an hour \$1,000.00
4. Staff time to make Signboards (2) \$32 a ½ hour x 1 hours \$32.00
5. Set up of Risers \$575.00
6. Hang Curtains \$135.00
7. Pheobus Lighting to design lights \$500.00
(Any lighting cost over this amount will be paid for by BDW.)
8. Alcohol will be not be sold at this event so no license is required.

FISCAL IMPACT/FINANCING ISSUES:

Total cost of support for this event is \$1,792.00, \$1032.00 in staff time and \$1,210.00 in payments for services provided by outside vendors.



City Manager

CO-SPONSORSHIP EVENT APPLICATION

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

1. ORGANIZATION INFORMATION

Organization: Brisbane Dance Workshop
Contact Person: Camille Salmon
Day Phone: 415-551-7990
Evening Phone: 415-467-6698
Address: 325 San Bruno
City of Residence: Brisbane
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:
See attached
Date and Time Requesting to Leave Facility:
See attached

3. Event Information

See attached sheet

Date: _____ Day of Week: _____ # of Co-sponsored events this year 1
Starting Time of Event: _____ Ending Time of Event: _____
 Non Profit for Charity For Profit Fundraiser for Organization Use
Number attending under 18 years old: 70 18 - 20 years: 150 21+ years: 150
 Requesting Promotional Support

What is purpose of event: annual children's theater & dance
rehearsals and performances

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes.
Risers will need to be set before shows. May 17.
Risers need to be placed when students not present
students arrive daily around 3pm -

Will event require sound equipment? yes Sound Technician? BDW provides
Will event require theatrical lighting equipment? yes Lighting Technician? BDW provides
Will event require promotional support? Yes No If Yes, what is requested? once lights set technician for shows
- STAB - City - News - Boards -
shows

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: \$5 - to 20⁰⁰

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 Ochoa-Salmon

Date Dec. 28, 2012

2012/ May

BDW Rehearsal & Performance Schedule / Mission Blue

I "think" I scheduled this week so as to not interfere with any scheduled classes. If I have made a mistake - please let me know - Camille

May 7 / 2:00 - 6:30	4.5
May 8 / 3:30 - 6:00	2.5
May 9 / 3:15 - 5:20	2
May 10 / 4:30 - 6:30	2
May 11 / 3:30 - 6:30	3
May 12 / 10:00 - Noon	2

Week of May 14 / Mission Blue

May 14 / 2:00 - 7:30	5.5
May 15 / 3:00 - 7:30	4.5
May 16 / 3:00 - 7:30	4.5
May 17 / 3:30 - 9:30	6
May 18 / 3:30 - 9:30	6
May 19 / 10am - 10pm	12
May 20 / 10 am - 6pm	12 8
	<hr/> 62.5