

# City of Brisbane

## Agenda Report

To: Honorable Mayor and City Council  
From: Clay Holstine, City Manager  
Date: Meeting of July 23, 2012  
Subject: Applications for Event Co-Sponsorship

### RECOMMENDATION:

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

### BACKGROUND:

BDW is once again organizing the Holiday Arts and Crafts Fair. 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 three 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 \$455.00:

1. Waiver of Deposit - if no damage there would be no loss of revenue.
2. Waiver of 80/20 split of Admission Fee
3. 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
4. Staff time to make Signboards (2) \$32 a ½ hour x 1 hours \$32.00
5. Hang three of the stage curtains. \$135.00

  
\_\_\_\_\_  
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: Carmille Salmon

Day Phone: wk 415-551-7990

Evening Phone: 415-467-6698

Address: 325 San Bruno

City of Residence: Brisbane

Zip: 94005

Cell: 650-576-7126

### 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:

12/8/12 - 6:30 pm | 12/9/12 - 8am

Date and Time Requesting to Leave Facility:

12/8/12 - 8:30 pm | 12/9/12 - 6pm

### 3. Event Information

\* Date: 12/8 & 12/9/12 Day of Week: Sat & Sun # of Co-sponsored events this year 2 of 3

Starting Time of Event: see below Ending Time of Event: see below

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: \* Sat. 12/8 - 6:30 - 8:30 | Sun 12/9/12 8am - 6pm  
Fundraiser Holiday Fair for BDW.

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

tables -  
3-curtains

Will event require sound equipment? just CD player 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? Announce  
in City needs STAR

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

*will get closer to event*

\*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: \$ 75/booth

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 Dasher*

Date 6/1/12

**Mission Blue 2012**

BDW Fundraiser / Gaslight Cabaret

Nov. 16 (set up) / 6:30 – 10:00 pm

Nov. `17 / 3:00 – midnight

BDW Fundraiser / Holiday Crafts Fair

Dec. 8 (set up) / 6:30 – 8:00

Dec. 9 / 8:00am – 6pm

**Mission Blue 2013**

May 18 & 19 BDW shows

Complete a precise schedule to be provided in March 13

May 6 – 10 ( Schedule will work to accommodate MB scheduled classes)

May 6 – 2:00 – 7:00

May 7 – 3:00- 6:00

May 8 – 3:00 – 5:20

May 9 – 3:00 – 7:00

May 10 – 3:00- 7:00

May 11 – 10Am – Noon

May 13 – 2- 7pm

May 14 3- 7pm

May 15 – 3- 7pm

May 16 - 3-7pm

May 17 – 3- 7pm

May 18 – 9am – 9pm

May 19 – 9am – 6pm

*Rehearsal week*

December – DATE TBD – Holiday Fair

**May 2014**

May shows/ May 17 & 18

BDW Schedules the annual show the weekend after Mothers Day – In the past Julie has noted this time and the week prior for BDW – We appreciated this and hope this courtesy can continue.