

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of July 23, 2012
Subject: Application for Event Co-Sponsorship of Brisbane Dance Workshop Silent Auction

PURPOSE:

To assist the Brisbane Dance Workshop in raising funds for next year of classes which are offered to all Brisbane residents.

RECOMMENDATION:

Consider approval of Brisbane Dance Workshop Silent Auction as a co-sponsored event in the Mission Blue Center on November 11/16-17, 2012.

BACKGROUND:

The Brisbane Dance Workshop would like to request co-sponsorship status for their Silent Auction to occur on Saturday, November 17th. Council will need to decide whether:

1. To approve or deny event for Co-sponsorship
2. Determine the level of support Council further wishes to lend to the event through approval of waived options. (See Below)

DISCUSSION:

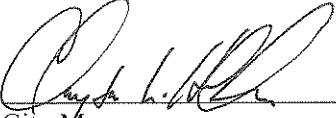
EVENT: Silent Auction, Saturday, November 17, 2012
Brisbane Dance Workshop, Camille Salmon, Organizer

BDW "Silent Auction" is a fundraiser to support the operations of BDW, low class costs and production costs. For this event they request:

1. Waiver of 80/20 split - will be charging an admission fee of \$25.00
2. Waiver of Deposit - if no damage there would be no loss of revenue.
3. Light Technician to hang BDW Lights \$500.00
4. Facility Staff hours - 16 hours @ \$16.00 an hour for a cost of \$256.00
5. Staff time to make Signboards (2) \$32 a ½ hour x 1 hours \$32.00
6. Waiver of purchase of additional insurance to sell alcohol - Proof of insurance attached.
Brisbane Dance Workshop will provide their own insurance. Current proof covers a one year period. Please note, this insurance must be purchased in order to secure an alcohol permit from ABC Licensing to sell alcohol at events, which BDW does for each event. Permits to sell alcohol along with the verification of insurance are filed in the Police Department for each event..

FISCAL IMPACT/FINANCING ISSUES:

The cost of support for this event: \$813.00



City Manager

Gaslight Cabaret
Silent Auction

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: 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:

11/16/12 - 6:30 / 11/17/12 3:00pm

Date and Time Requesting to Leave Facility:

11/16/12 - 10pm / 11/17/12 midnight

3. Event Information

Date: 11/16 & 17/12 Day of Week: Fri/SAT # of Co-sponsored events this year 3 of 3

Starting Time of Event: Sat 11/17/12 - 7pm Ending Time of Event: midnight

Non Profit for Charity For Profit Fundraiser for Organization Use

Number attending under 18 years old: 18 - 20 years: 21+ years: 130

Requesting Promotional Support - City News STAR

What is purpose of event:

Gaslight Cabaret - FUNDRAISER - BDW. / Silent Auction

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

some tables -

a few chairs -

Kitchen - sound - poss. lights.

Will event require sound equipment? 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?

City News

\$ 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 acquire 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: 40⁰⁰

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 Wang*

Date 6/1/13

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.