

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 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 18 and 19, 2013.

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 – 62.20 hours at \$16.00 an hour \$995.20
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. Waiver of purchase of additional insurance to sell alcohol – Proof of insurance to come.

Brisbane Dance Workshop provides 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:

Total cost of support for this event is \$2,237.20.


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: 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:

SEE ATTACHED

Date and Time Requesting to Leave Facility:

See ATTACHED -

3. Event Information - Shows -

Date: 5/18 & 5/19 Day of Week: SAT/SUN # of Co-sponsored events this year 1 if poss 2

Starting Time of Event: See Attached Ending Time of Event: see attached

Non Profit for Charity For Profit Fundraiser for Organization Use

Number attending under 18 years old: 50 18 - 20 years: 25 21+ years: 200+

Requesting Promotional Support

What is purpose of event: Annual BDW Dance / Theater Show

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

curtains - hung. 5/12/13

lights - May 13 or 14 before 2:00

Risers - before May 16 - & before children arrive -

Will event require sound equipment? Sound Technician? NO

Will event require theatrical lighting equipment? Lighting Technician? NO

Will event require promotional support? Yes No If Yes, what is requested?

STAR - Printing - Mailings - Mass
if place and appropriate City Needs

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: 10⁰⁰
Will there be sales of novelties or goods?: Yes No GNWA - 20⁰⁰
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 10/1/12

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.