

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of February 19, 2015
Subject: Applications for Event Co-Sponsorship

RECOMMENDATION:

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

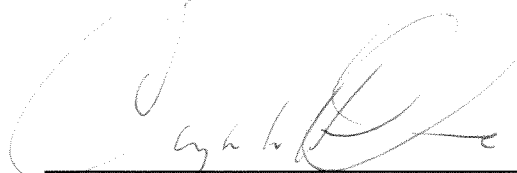
BACKGROUND:

BDW will present the Holiday Arts and Crafts Fair on December 12, 2015. Arts and Crafts people from Brisbane and surrounding area will be selling their wares. Tables, chairs, house sound system to play holiday music, and perhaps hang stage curtains is all that event requires. Booth vendors will pay \$20 - \$75 to enter the fair. Alcohol will not be sold. Food items will be sold.

FISCAL IMPACT/FINANCING ISSUES:

There are no financial considerations for this event with the waiver of Deposit and 80/20 split of Admission Fee:

1. Waiver of Deposit - if no damage there would be no loss of revenue.
2. Waiver of 80/20 split of Admission Fee
3. 2 hours facilities staff to open and close – 2 x \$16.00 = \$32.00



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: Camille Salmon
Day Phone: 650-576-7126
Evening Phone: 4167-6698
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):
Setup Friday - 12/11/15 - 6-8 pm
Date and Time Requesting to Enter Facility:
Sat 12-12-15 8AM
Date and Time Requesting to Leave Facility:
Sat 12-12-15 6pm

3. Event Information

x Fri - 12-11-15 - 6pm-8pm set up.
Date: 12-12-15 Day of Week: SAT # 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: 30 18 - 20 years: 50 21+ years: 75+
 Requesting Promotional Support

What is purpose of event: Annual BDW. ARTS & Crafts Fair
FUNDRAISER

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

tables - 23 long - 1 or 2 large round possible
chairs
3 or 4 curtains hung sound

Will event require sound equipment? use of 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? _____

sign boards will announce in STAR & City News

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: 75/table

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



Date

1-27-15