

**City of Brisbane
Agenda Report**

To: Honorable Mayor and City Council
 From: Clay Holstine, City Manager
 Date: Meeting of March 7, 2011
 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 21 and 22, 2011 and supplement \$3,086.00 from the reserves to the Co-Sponsorship Department.

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:

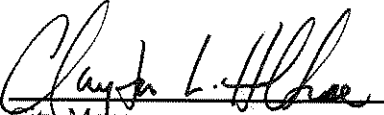
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|--|------------|
| 1. Waiver of 80/20 Split | |
| 2. Waiver of Deposit - if no damage there would be no loss of revenue. | |
| 3. Staff Time at Facility – 84 hours at \$16.00 an hour | \$1,344.00 |
| 4. Staff time to make Signboards (2) \$32 a ½ hour x 1 hours | \$32.00 |
| 5. Set up of Risers | \$575.00 |
| 6. Hang Curtains | \$135.00 |
| 7. 12x18 Screen for film projection | \$500.00 |
| 8. Pheobus Lighting to design lights | \$500.00 |

(Any lighting cost over this amount will be paid for by BDW.)

9. 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 \$3,086.00. The co-sponsorship line item has been completely expended for this fiscal year and a supplement of \$3,086.00 will need to be made from General Reserves to the Co-Sponsorship Department.


 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: _____
 Evening Phone: _____
 Address: _____
 City of Residence: _____
 Zip: C

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

Complete info - on Rehearsal day/times & performance attached

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: _____ 18 - 20 years: _____ 21+ years: _____
 Requesting Promotional Support - 135-performers > 128-attendees } For Shows

What is purpose of event: - Annuals Spring Dance's Theater Performance
- Rehearsals 2 wks. for students
- Performances - 4 shows - One weekend

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

Risers - for audience
Lights & sound for Rehearsals
tables for foyer - & outside for tailgates after - last

Will event require sound equipment? Sound Technician? BDW - has show one

Will event require theatrical lighting equipment? Lighting Technician? BDW - has one

Will event require promotional support? Yes No If Yes, what is requested? Signs
Curtain's hung, 12x18' screen in front of tent
Risers - set: tubular dm

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: _____

Will there be sales of novelties or goods?:

Yes No

10 - adults

Will there be sales of food?:

Yes No

5 - under 5

(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)

7 - students
seniors

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 Clary

Date 2-25-11

Brisbane Dance Workshop
 Mission Blue
 Rehearsal & Performance Needs
 2011

Please note:

* If any of the times during the week of 5/9/11 conflict with scheduled classes, please notify Camille. BDW will change noted times to avoid any class conflicts.

*BDW will need as we have in past years full use of noted times in Mission Blue the week of 5/16/11.

Thanks

DATE	DAY of WEEK	TIMES
5/9/11	Monday	1:30 - 6:00
5/10/11	Tuesday	3:30 - 6:30 ?
5/11/11	Wednesday	3:15 - 5:15
5/12/11	Thursday	3:30 - 7:15
5/13/11	Friday	Usual times 3:30 - 6:30
5/14/11	Saturday	10:00 - Noon
5/15/11	Sunday	Please hang curtains
5/16/11	Monday	2:00 - 7:00 (sets arrive)
5/17/11	Tuesday	(lights set before 3:30) 11:00 - 7:30
5/18/11	Wednesday	(Risers set before 3:30 when children arrive) 3:30 - 7:30
5/19/11	Thursday	3:30 - 10:00 (TECH)
5/20/11	Friday	4:00 - 10:00 (Dress)
5/21/11	Saturday	11:00 am - 10PM Performances
5/22/11	Sunday	10:00am - 7:00PM Performances

CO-SPONSORSHIP PROMOTIONAL FORM

CITY OF BRISBANE
50 PARK PLACE
415-508-2110

1. **GROUP INFORMATION**

Organization: Brisbane Dance Workshop

Contact Person: CAMILLE Salmot

Day Phone: _____ Evening Phone: _____

Address: _____

City of Resi: _____ Zip 94005

2. **EVENT**

Date: Spring Performance Day of Week: Sat/Sunday 5/21 & 22/11

Starting Time (include time for set-up): attached in a

Ending Time (include time for clean up): schedules of all

Location: Mission Blue times BDN. will use M.B.

Admission Fees (if applicable) \$5 - 20⁰⁰

Special Notes: _____

3. State specific information about event to be included in promotional information:

B.D.N. spring performance

May 21 - 3:30 and 7:00 pm

May 22 - 1:00 and 3:30 pm.

"By the PEACH of Their Pants" an adaptation on

4. **MODES OF PUBLICITY:**

- Flyer and Poster Design
- Flyer and Posters Copies _____ Amount Needed
- Signage Mission Blue Center Community Park
- School Distribution Lipman BES
- Press Release _____ Chronicle _____ Times _____ Independent

Signature of Organizer: Camille Salmot Date: _____

Tickets for General Public will go on sale
May 9.

OFFICE USE ONLY

Received By: _____ Date: _____

Approved By: _____ Date: _____

Completed:

Flyers: _____ Date: _____

Posters: _____ Date: _____

Distributed: _____ Date: _____

Press Release: _____ Date: _____

Signage: _____ Date: _____