

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 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 14, 15, and 16, 2015. Our current lighting company will be sold to Creative Island in March, 2015. We will not know the new companies cost for services so we may need to amend the cost of lighting. Also please note on the application, alcohol will be served but not sold, so therefore, a permit to sell alcohol is not required.

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 – 62.5 hours at \$16.00 an hour | \$1,000.00 |
| 4. Staff time to make Signboards (2) \$32 a ½ hour x 1 hours | \$32.00 |
| 5. Set up of Risers | \$600.00 |
| 6. Hang Curtains | \$135.00 |
| 7. Lighting Company to provide Lighting | <u>\$1,400.00</u> |
| TOTAL | \$3,167.00 |

FISCAL IMPACT/FINANCING ISSUES:

Total cost of support for this event is \$3,167.00.



City Manager

MISSION BLUE CENTER RESERVATION APPLICATION

BRISBANE PARKS & RECREATION DEPARTMENT
50 PARK PLACE, BRISBANE, CA 94005
FOR RESERVATIONS 415 / 508-2143
NON-EMERGENCY CITY ASSISTANCE 415 / 467-1212

ALL CHECK PAYMENTS MUST BE PAYABLE TO: CITY OF BRISBANE

1. CONTACT INFORMATION

Organization: Brisbane Dance Workshop

Applicant(s)/Responsible Party: Camille Olivier-Salmon

Primary Phone: 650-576-7126 Secondary Phone: 415-551-7990
(please circle: cell / home / work)

Address: 325 San Bruno Ave

City: Brisbane St. _____ Zip 94005 Home or Work
(please provide proof of residence) (please check home or work)

Email: camosals1@yahoo.com CDL#: C3055997

Day of Event Contact Person: Camille
(Contact person(s) must be present during set-up and clean-up times.)

Primary Phone: 650-576-7126 Secondary Phone: 415-467-6698
Cell

2. EVENT

Entire Facility: Dance Floor: Carpeted Room: Conference Room:

Date: See Day of Week: _____

Starting Time (include time for set-up): ATTACHED PAGE

Ending Time (include time for clean up): _____

Number of Organizers: _____

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

3. State purpose of use or type of activity (meeting, wedding/reception, birthday party, bar mitzvah, fund raising, etc.)

Annual Spring Student Performances and Rehearsals

4. Describe the set up for your event (please be specific: food service, music/entertainment, musical instruments, sound amplifications, special signs, tents, booths, barbecues, stoves, games, etc.)

Sched. attached
curtains - lights
Risers - signs
Sound

(see other side)

BDW Spring 2015
Rehearsals and Performance

5. ALCOHOLIC BEVERAGES*

Will alcoholic beverages be served? Yes No ~~except GALA Evening Show~~
If yes, times alcohol will be served: start time _____ end time _____
may 16-2015

Will alcoholic beverages be sold? Yes No

If selling alcohol, has your group obtained an Alcoholic Beverage Permit? Yes No
(If yes, please attach a copy of 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 to be charged.

6. ADMISSION FEES AND SALES*

Will there be an admission fee or booth fee? Yes No

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 / 508-2140)

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. Contact Brisbane Parks & Recreation Department for more information.

7. I have read and understand the Rental of Indoor City Facilities Policy and Procedure 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 forfeiture of all fees paid for the event.

Camille Cleghorn
Applicant's Signature

3/27/14
Date

OFFICE USE ONLY

Received By: _____

Date: _____

Permit Number: _____

Permit Issued Date: _____

Cancellation - Date: _____

Deposit Amount: \$ _____

Date Paid: _____

Cr Card / Cash / Ck#: _____

Paid By: _____

Fee Amount: \$ _____

Date Paid: _____

Cr Card / Cash / Ck#: _____

Paid By: _____

Business Lic. Req'd: Yes # No

County Health Permit: Yes # No

ABC License Req'd: Yes # No

Insurance:

Personal Carrier: _____

Policy #: _____

Exp. Date: _____

City: Cert #: _____

Date Issued: _____

Amount: \$ _____

Cr Card / Cash / Ck#: _____

Paid By: _____

Brisbane Dance Workshop 3/27/14
Mission Blue
May 12015

Week of May 2, 2015 – BDW will workshop within the scheduled on-going classes at
Mission Blue

May 2	10:30 - Noon
May 4	2:00 - 6:00
May 5	3:00- 7:30
May6	3:00- 5:20
May 7	3:30 - 7:00
May 8	3:30 - 6:30
May 9	10:30 - Noon

As in past years BDW will need use of the Mission Blue Center daily
Monday May 11- May 17, 2016
Daily Mon- Friday - 3:30 - 9:00 / Exact times will be provided by March 1, 2015 to
include student rehearsal times, setting of risers and lighting.
Saturday May 16, 2015 - 9am - 10pm
Sunday May 17, 2015 - 9am - 6pm