

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 for use of Lipman Field by Brisbane Youth Sports Association for the Summer Soccer Camp from June 15, 2015 to June 26, 2015. They are asking that the fee for use of the field be waived. Normally, a local non-profit organization would be charged \$15 an hour. Given this, the program would use the field for approximately 80 hours making the total cost \$1,200.00. No city staff is necessary for this program. No other expenses will be incurred.

FISCAL IMPACT/FINANCING ISSUES:

The only cost for this program would be \$1,200.00 fee waiver for the use of the field.



City Manager

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005
415 - 657-4320

1. ORGANIZATION INFORMATION

Organization: Brisbane Youth Sports Association
Contact Person: Ken Walker
Day Phone: 415-990-8005
Evening Phone: None
Address: 480 Sierra Point Rd.
City of Residence: Brisbane
Zip: 94005
Mission Blue Camp
missionbluecamp.org

2. FACILITY

Facility Requested: Lipman Field & Gym
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: 8am - 5:30pm
Weekdays 6/15-6/26 (10 days)
Date and Time Requesting to Leave Facility: _____

3. Event Information

Date: 6/15-6/26 Day of Week: M-F # of Co-sponsored events this year 10
Starting Time of Event: 8am Ending Time of Event: 5:30pm

Non Profit for Charity _____ For Profit _____ Fundraiser for Organization Use _____
Number attending under 18 years old: 40 18 - 20 years: _____ 21+ years: _____
Requesting Promotional Support Youth Summer Camp

What is purpose of event:

We will run a summer camp at Lipman Middle School. We would like to use Lipman Field for athletic activities, gym, school use negotiated with School District.

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

no

Will event require sound equipment? no Sound Technician? no

Will event require theatrical lighting equipment? no Lighting Technician? no

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

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:

*Varies depending on program & event
\$265 - ~~180~~
weekly*

Will there be sales of novelties or goods?:

Yes No

Will there be sales of food?:

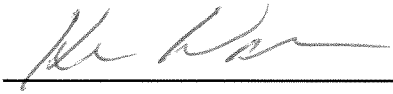
Yes No

(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 2/6/15