

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of April 4, 2011
Subject: Application for Event Co-Sponsorship of Brisbane Women's Club

RECOMMENDATION:

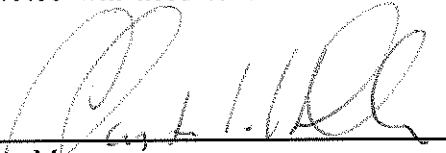
Consider approval of Brisbane Women's Club 7th annual event of Shakespeare of San Francisco as a co-sponsored event in the Mission Blue Center on Sunday, October 16, 2011. This year's performance will be the "Macbeth". This event is provide free of charge to all attendees.

FISCAL IMPACT/FINANCING ISSUES:

For this event they request financial consideration for \$1,179.00:

1. Waiver of Deposit - if no damage there would be no loss of revenue.
2. Promotional support – Signs on Sign Board, Flyers for School Distribution, articles in city publications *Citynews* and the *Star*
3. Waiver of Mission Blue Fees
4. Performance Fee \$629.00
5. City Staff Time at facility
6. Risers - \$550.00

Total cost of support for this event is \$1,179.00. The co-sponsorship line item has been completely expended for this fiscal year and a supplement of \$1,179.00 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 WOMEN'S CLUB
Contact Person: BONNIE BOLOGOFF
Day Phone: _____
Evening Phone: SAME
Address: _____
City of Residence: BRISBANE
Zip 94005

2. FACILITY

Facility Requested: MISSION BLUE CENTER

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:

OCT 16, 2011 12:00 NOON

Date and Time Requesting to Leave Facility:

OCT 16, 2011 5:00 pm

3. Event Information

Date: OCT 16, 2011 Day of Week: SUNDAY # of Co-sponsored events this year 0

Starting Time of Event: 2:00 pm Ending Time of Event: 5:00 pm

NO CHARGE Non Profit for Charity _____ For Profit _____ Fundraiser for Organization Use _____

12 Number attending under 18 years old: ? 18 - 20 years: _____ 21+ years: 60

YES Requesting Promotional Support

What is purpose of event: BRING SHAKESPEARE TO THE COMMUNITY

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

Tables + Risers

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 _____ No If Yes, what is requested? POSTERS

SIGN BOARDS.

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

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 Bonnie Balgoff Date MARCH 28, 2011



PO Box 460937, San Francisco, CA 94146

The San Francisco Shakespeare Festival is a nonprofit organization.
Our tax ID is 94-2867269

INVOICE

Date Confirmation

Shakespeare On Tour

TO: Mrs. Bonnie Bologoff
Brisbane Women's Club

Brisbane, CA 94005

Phone: ()

Account # 20083

Booking: 9619

Date: 17-Mar-11

To hold your reservation for 'Macbeth', we must receive a deposit of 50% of the total amount or a purchase order for the full amount. Please initial and return this date confirmation to San Francisco Shakespeare Festival, via fax (415-865-4433).

Number of performances reserved: 1

Number of workshops reserved:

Fee: \$629.00

Total amount (For deposit, send 50% of this amount): \$629.00

Deposit / payment applied: \$0.00

BALANCE DUE: \$629.00

Date Offered: 10/16/2011

Time Offered: 2:00 PM

Additional time offered:

Confirmed date:

Confirmed additional time:

Please initial your date/time approval: _____

email address: _____

PLEASE NOTE: There is a \$200 charge per show and/or \$50 charge per PLAYSHOP for any reservation that is cancelled without a twenty-one (21) day written notice.

IMPORTANT: Please correct the name/address information at the top of this form if needed. Thank you!

FEE SCHEDULE:

One Performance within 150 miles of San Francisco - \$629

Two Back-to-Back Performances within 150 miles of San Francisco - \$929

One Performance more than 150 miles of San Francisco - \$729

Two Back-to-Back Performances more than 150 miles of San Francisco - \$1029

PLAYSHOP FEE: \$150 for up to 32 students / \$300 for up to 64 students (maximum) in a given hour.

Groups larger than 64 may be accommodated by scheduling an additional Playshop hour based on this fee schedule.