

# City of Brisbane

## Agenda Report

To: Honorable Mayor and City Council

From: Clay Holstine, City Manager

Date: Meeting of July 29, 2013

Subject: Application for Event Co-Sponsorship of Brisbane Women's Club

### RECOMMENDATION:


Consider approval of Brisbane Women's Club 9<sup>th</sup> annual event of Shakespeare of San Francisco as a co-sponsored event in the Mission Blue Center on Sunday, November 3, 2013. This year's performance will be "Julius Caesar". This event is provided 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, 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.

  
 \_\_\_\_\_  
 City Manager

# CO-SPONSORSHIP EVENT APPLICATION

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

## 1. ORGANIZATION INFORMATION

Organization: Brisbane Womens Club

Contact Person: Bonnie Bologoff

Day Phone: 415 467 8071

Evening Phone: same

Address: 201 Glen Park Way

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): ☒

Date and Time Requesting to Enter Facility:

12:00

Date and Time Requesting to Leave Facility:

5:00

## 3. Event Information

Date: Nov 3

Day of Week: Sunday

# of Co-sponsored events this year \_\_\_\_\_

Starting Time of Event: 12:00

Ending Time of Event: 5:00

☒ Non Profit for Charity ☐ For Profit ☐ Fundraiser for Organization Use

70 Number attending under 18 years old: 20 18 - 20 years: \_\_\_\_\_ 21+ years: 50

☐ Requesting Promotional Support

What is purpose of event: Shakes per Dormace

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

Chairs Risers 2 tables

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? \_\_\_\_\_

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.

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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 Bolognini*

Date

*June 26 - 13*