

# City of Brisbane

## Agenda Report

To: Honorable Mayor and City Council  
From: Clay Holstine, City Manager  
Date: Meeting of August 27, 2012  
Subject: Applications for Event Co-Sponsorship

### **RECOMMENDATION:**

Consider approval of Friends of the Brisbane Library Chamber Concert Series as a co-sponsored event.

### **BACKGROUND:**

The Friends of the Brisbane Library will present their 9<sup>th</sup> concert season of Live at Mission Blue, which brings classical music to Mission Blue Center. Kevin Fryer, Live at Mission Blue Director will present four performances for the 2013 Chamber Concert Series. This year's performances are:

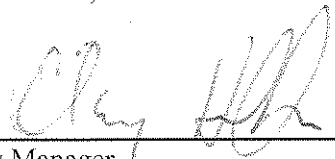
Eric Zivian, Modern Piano - January 19  
Tanya Tomkins, Cello: Back to back Suites - February 23, and March 2  
Les Graces, Baroque Ensemble: Music from 17<sup>th</sup> Century Italy – April 6

Funds raised from the series will be used by the Friends of the Brisbane Library to support library programs.

### **FISCAL IMPACT/FINANCING ISSUES:**

For this event they request financial consideration for \$8,214.79

1. Waiver of Deposit for use of Mission Blue Center - if no damage there would be no loss of revenue.
2. Waiver of 80/20 Split as this is a fundraiser for the Friends
3. Set up of Risers - \$575 per event
4. Lighting Technician - \$550 per event
5. Lighting Equipment Rental - \$700
6. Mailing Brochure to community - \$389.79
7. Piano Rental - \$1,100
8. Alcohol may be served at various performances, but not sold so additional insurance is not necessary.

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

### Event Costs for Four Performances

Set up of Risers - \$575 per event – 3 events	\$1,725.00
Lighting Technician - \$550 - per event – 4 events	\$2,200.00
Lighting Equipment Rental - \$700 – 4 events	\$2,800.00
Piano Rental – \$1,100 - 1 event	\$1,100.00
Postage to Mail Brochure	<u>\$389.79</u>
	\$8,214.79

# CO-SPONSORSHIP EVENT APPLICATION

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

## 1. ORGANIZATION INFORMATION

Organization: Live at Mission Blue  
FOBL

Contact Person: Kevin Fryer

Day Phone: 650-219-4956

Evening Phone: Same

Address: 414 Swallowtail Ct

City of Residence: Brisbane CA

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:

1/19/13, 2/23/13, 3/2/13, 4/6/13

Date and Time Requesting to Leave Facility:

From Noon - 11 pm

## 3. Event Information

Date: 1/19/13, 2/23/13, 3/2/13 Day of Week: SAT # of Co-sponsored events this year 4

Starting Time of Event: Setup: Afternoon Ending Time of Event: 11:01 pm

Non Profit for Charity  For Profit  Fundraiser for Organization Use

Number attending under 18 years old: 5 18 - 20 years: — 21+ years: 125

Requesting Promotional Support

What is purpose of event: This will be our 9th season of concerts at Live at Mission Blue. We present chamber music presentric artists who are leaders in the field.

1/19/13, ERIC Zivian: Modern Piano, 2/23/13 + 3/2/13 Tanya Tomkins, Cello: Bach Suites. 4/6/13, Les Gracis: Music from 17th Century Italy

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

chairs, risers, Piano (1/19/13 only)

Will event require sound equipment? NO

Sound Technician? NO

Will event require theatrical lighting equipment? yes

Lighting Technician? yes

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

Brochures, Flyers, + Tickets

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: 8/5/20

Will there be sales of novelties or goods?: Yes  No

Will there be sales of food?: Yes  No

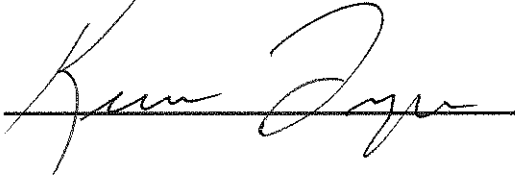
(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

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

8/15/12