

# City of Brisbane

## Agenda Report

To: Honorable Mayor and City Council

From: Clay Holstine, City Manager

Date: Meeting of December 2, 2012

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

### RECOMMENDATION:

Consider approval of Brisbane Women's Club 8<sup>th</sup> annual event of Shakespeare of San Francisco as a co-sponsored event in the Mission Blue Center on Sunday, December 2, 2012. This year's performance will be the "Midsummer Night's Dream". This event is provide free of charge to all attendees.

### FISCAL IMPACT/FINANCING ISSUES:

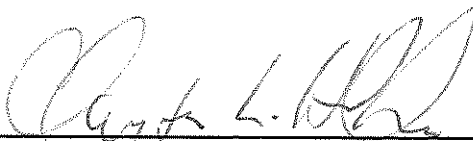
For this event they request financial consideration for \$1,179.00:

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 anticipated budget for co-sponsorship for the fiscal year is below.

### Co-Sponsorship Projected Expenditures 2012-13:

Approved Events	Projected Cost	Budget Amount
		\$20,000.00
Live At Mission Blue	\$8,214.79	
Brisbane Dance Workshop (Silent Auction, Holiday Arts & Crafts Fair, Spring Performance)	\$1,975.00	
Artist Evening of Sharing	<u>\$7,750.00</u>	
Total Cost to Date	\$17,939.79	<u>-\$17,939.79</u> \$2,060.21
San Francisco Shakespeare	\$1,179.00	
Budget Amount Remaining		<u>-\$1,179.00</u> \$ 881.21



Clay Holstine  
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: (415) 467-8071  
Evening Phone: \_\_\_\_\_  
Address: 202 GLEN PARK WAY  
BRISBA  
City of Residence: BRISBANE  
Zip 94005

## 2. FACILITY

Facility Requested: MISSION BLUE  
CENTER  
If Mission Blue Center, specify room (s)  
Costanos Room (Dance Floor) YES  
Buckeye Room (Carpeted Room): YES  
Lupine Room (Conference Room): YES  
Date and Time Requesting to Enter Facility:  
12:00 NOON TO 5<sup>00</sup> PM  
Date and Time Requesting to Leave Facility:  
5<sup>00</sup> PM

## 3. Event Information

Date: DEC 2 2012 Day of Week: SUNDAY # of Co-sponsored events this year NONE  
Starting Time of Event: 2<sup>00</sup> PM Ending Time of Event: 5<sup>00</sup> PM  
YES Non Profit for Charity \_\_\_\_\_ For Profit \_\_\_\_\_ Fundraiser for Organization Use  
15 Number attending under 18 years old: \_\_\_\_\_ 18 - 20 years: ? 21+ years: 50  
YES Requesting Promotional Support

What is purpose of event: SHAKESPEARE PERFORMANCE

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes. \_\_\_\_\_  
RISERS, CHAIRS, 2 TABLES IN FRONT (LOBBY)

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,  
AND STAR

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: No Charge

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 Bolozoff

Date Sept 26 - 12



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  
202 Glen Park Way  
Brisbane, CA 94005  
Phone: ()

SHOW IS AT:  
MISSION BLUE CTR  
475 MISSION BLUE DR  
BRISBANE

Account # 20083  
Booking: 9938  
Date: 20-Sep-12

To hold your reservation for 'A Midsummer Night's Dream', 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: 12/2/2012

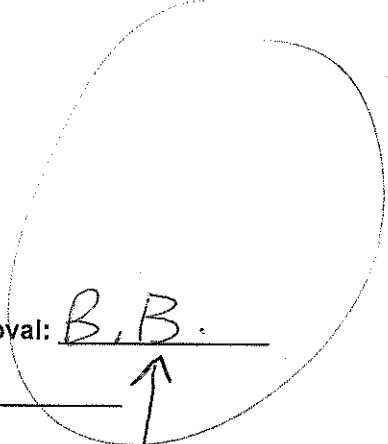
Time Offered: 2:00 PM

Additional time offered:

Confirmed date:

Confirmed additional time:

Please initial your date/time approval: B.B.



email address: CYBON45@HOTMAIL.COM

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.

*Please initial & return via fax (415-865-4433) to secure your show date. Thank you!*