

City of Brisbane Agenda Report

To: Honorable Mayor and City Council

From: Clay Holstine, City Manager

Date: Meeting of March 17, 2014

Subject: Applications for Event Co-Sponsorship of Brisbane Dance Workshop Annual Spring Performance

PURPOSE:

To support BDW's Spring Performance which may be enjoyed by all Brisbane residents.

RECOMMENDATION:

Consider approval of Brisbane Dance Workshop Annual Spring Performances as a co-sponsored event in the Mission Blue Center on May 17 and 18, 2014. An additional cost has been added to the Co-sponsorship this year. In the past, the city has funded only \$500 toward the total cost of lighting design by Phoebus Lighting. This year BDW is asking the city to pay the total cost. This then allows BDW to pay for two high school interns to training with Phoebus to learn how to run the lights for the event. Also please note on the application, alcohol will be served but not sold, so therefore, a permit to sell alcohol is not required.

DISCUSSION:

EVENT: Brisbane Dance Workshop Annual Spring Performances

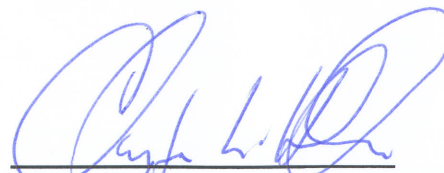
This event is a non-profit event. All proceeds go to the Brisbane Dance Workshop.

For this event they request:

1. Waiver of 80/20 Split	
2. Waiver of Deposit - if no damage there would be no loss of revenue.	
3. Staff Time at Facility – 62.5 hours at \$16.00 an hour	\$1,000.00
4. Staff time to make Signboards (2) \$32 a ½ hour x 1 hours	\$32.00
5. Set up of Risers	\$600.00
6. Hang Curtains	\$135.00
7. Phoebus Lighting to design lights	<u>\$1,400.00</u>
TOTAL	\$3,167.00

FISCAL IMPACT/FINANCING ISSUES:

Total cost of support for this event is \$3,167.00.



City Manager

CO-SPONSORSHIP EVENT APPLICATION

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

1. ORGANIZATION INFORMATION

Organization: BDW

Contact Person: Camille Olivier-Salmor

Day Phone: 415-551-7990

Evening Phone: 415-467-6698

Address: 325 San Bruno

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:

① 5/5/3-5/10/14- Rehearsals working around MB
on some sched. classes

Date and Time Requesting to Leave Facility:

see back

② 5/12- 5/18/14- see back.

3. Event Information

Date: 5/ Day of Week: see back of page - # of Co-sponsored events this year: 1

Starting Time of Event: _____ Ending Time of Event: _____

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

Number attending under 18 years old: 10 18 - 20 years: 10 21+ years: 100

☒ Requesting Promotional Support

What is purpose of event: - Rehearsals and Performances for
B.D.W. student annual Show

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

'Needed': risers - to be placed when children not there
chairs for risers -
sound

Will event require sound equipment? ☒

Sound Technician? - have one

Will event require theatrical lighting equipment? ☒

Lighting Technician? to set / have operation

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

announce in city news - STAR -
(recycle bins) copy: tickets / programs

Rehearsals * - This week times to be worked / sched. around
On-going M.B. Classes.

Mon
5/5

2:00 - ~~4:00~~
6:00

4

Tues

5/6

3:00 - 6:00

3

Wed

5/7

3:00 - 5:30

2.5

Thurs

3:30 -

7:30

4

Fri

3:30 - 6:00

3.5

SAT

5/10

9:30 - 11:00

Rehearsals. →

MONDAY - 5/12

2:00 - 7:00

5

13
TUES-

3:30 -
7:00

3.5

14
Wed -

3:30
8:00

4.5

15
Thurs. -

3:30
10pm

6.5

16
Friday -

4:00 -
10pm

6

← Performances

17
Sat -

NOON
10pm

10

18
Sun.

10 AM.
6pm.

10

only for 5/17/14 - GALA Show

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: 10⁰⁰ under 5yr. - 5⁰⁰

Will there be sales of novelties or goods?:

Yes ☒ No ☐

Will there be sales of food?:

Yes ☒ No ☐

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

Camille DeSalma

Date

2.28.14

BDW
T-shirt
Flowers