

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of April 21, 2014
Subject: Applications for Event Co-Sponsorship

RECOMMENDATION:

Consider approval BDW Holiday Arts and Crafts Fair Fundraiser as a co-sponsored event.

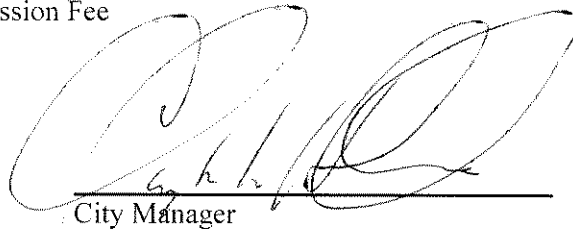
BACKGROUND:

BDW will present the Holiday Arts and Crafts Fair on December 12, 2014. Arts and Crafts people from Brisbane and surrounding area will be selling their wares. Tables, chairs, house sound system to play holiday music, and perhaps hang stage curtains is all that event requires. Booth vendors will pay \$20 - \$75 to enter the fair. Alcohol will not be sold. Food items will be sold.

FISCAL IMPACT/FINANCING ISSUES:

There are no financial considerations for this event with the waiver of Deposit and 80/20 split of Admission Fee:

1. Waiver of Deposit - if no damage there would be no loss of revenue.
2. Waiver of 80/20 split of Admission Fee



City Manager

CO-SPONSORSHIP EVENT APPLICATION

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

1. ORGANIZATION INFORMATION

Organization: Brisbane Dance Workshop
Contact Person: CAMILLE OLIVIER-SALMON
Day Phone: cell: 650-576-7126 Evening Phone: 415-467-6698
Address: 325 San BRUNO
City of Residence*: BRISBANE Zip 94005

*(please provide proof of residence)

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: 12.12.14-5:00 6:30-Setup / 12.13.14-8:30 AM
Date and Time Requesting to Leave Facility: 12.13.14-6 PM

3. Event Information

Date: 12.13.14 Day of Week: Sat # of Co-sponsored events this year 2
Starting Time of Event: Setup 8:30 / 11 AM Event Ending Time of Event: 6 PM
☒ Non Profit for Charity ☐ For Profit ☒ Fundraiser for Organization Use
Number attending under 18 years old: 30 18 - 20 years: 75 21+ years: 50+
☒ Requesting Promotional Support

State in Detail Purpose of Event: BDW- Annual Arts & Crafts / Fundraiser

Describe the set up for your event (include any musical instruments, sound amplifications, special signs, tents, booths, barbecues, stoves, stages or animals to be used):

needed! tables- some chairs- sound system-

What City equipment will be needed for this event? Please specify equipment: and intended use _____

Why is this needed: _____

Will event require sound equipment? only to play music Sound Technician? NO

Please specify equipment needed and intended use of equipment: _____

Will event require theatrical lighting equipment? NO Lighting Technician? NO

Please specify equipment needed and intended use of equipment: _____

Will event require promotional support? ✓ Yes No - help of City News / STAR
(If yes, a separate application must be completed.) announcement

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.

6. **ADMISSION FEES AND SALES***

Will there be an admission fee or booth fee?:

Yes ☒ No ☐

free table 75.00
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

Camille O'Leary

Date

4-14-14