

City of Brisbane Agenda Report

To: Honorable Mayor and City Council
From: Noreen Leek, Recreation Manager
Subject: Applications for Event Co-Sponsorship
Date: Meeting of October 15th, 2015

Recommendation:

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

Background:

The Friends of Brisbane Library will present their 12th concert season of Live at Mission Blue, which brings classical music to Mission Blue Center. Kevin Fryer, Live at Mission Blue Director, will present five performances for the 2016 Chamber Concert Series. This year's performances are:

January 17th – Presentation of the San Francisco Guitar Quartet to BES and Panorama
January 23rd – Bienvenue Fortepiano Trio
February 27th – Ann Moss Soprano
March 19th – Allegra Chapman and Christine Lamprea
April 9th – Ensemble Alcatraz

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

Fiscal Impact:

In FY14/15, \$8,126.09 was spent in support of this event. The Friends of the Brisbane Library are requesting financial consideration for this year's series of \$10,934.61 based on the summary provided below:

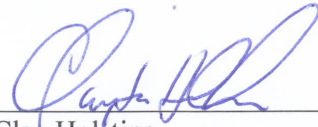
1. Waiver of deposit for use of Mission Blue Center – if no damage there would be no loss of revenue.
2. Waiver of 80/20 split as this is a fundraiser for the Friends of the Brisbane Library.
3. Set up of risers - \$575/event
4. Lighting Technician - \$550/event
5. Lighting Equipment Rental - \$700/event
6. Printing of Brochure - \$703.86
7. Mailing Brochure to Community - \$410.75
8. Piano Rental - \$1,100/event
9. Staff time for box office support during actual events - \$80/event *(Note: additional staff time for behind the scenes support is not currently being billed to this sponsorship.)*
10. Alcohol may be served at various performances, but not sold so additional insurance is not necessary.

Event Costs for Performance Series

Item Detail	Cost	Number of Events	Total Expense
Set up of Risers	\$575/event	4	\$2,300.00
Lighting Technician	\$550/event	4	\$2,200.00
Lighting Equipment Rental	\$700/event	4	\$2,800.00
Piano Rental	\$1,100/event	2	\$2,200.00
Supplies for Brochure Printing	\$703.86	n/a	\$703.86
Postage for Brochure Mailing	\$410.75	n/a	\$410.75
City staff for Box Office Sales	\$80/event	4	\$320.00
TOTAL			\$10,934.61



 Noreen Leek
 Recreation Manager



 Clay Holstine
 City Manager

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: —

Address: 414 Swallowtail ct

City of Residence: Brisbane

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:

1/17 Morning - 1/23 - 2/27 - 3/19 - 4/9

Date and Time Requesting to Leave Facility:

Set up: Friday prior to concert, Concerts
noon - 11: pm

3. Event Information

Date: 1/17, 1/23, 2/27, 3/19, 4/9 Day of Week: Saturday # of Co-sponsored events this year 5

Starting Time of Event: 7 pm Ending Time of Event: 11: pm

Non Profit for Charity For Profit Fundraiser for Organization Use

Number attending under 18 years old: 10 18 - 20 years: 10 21+ years: 120

Requesting Promotional Support

What is purpose of event: Live at Mission Blue is an annual chamber
music series sponsored by the Friends of the Brisbane
Library and the City of Brisbane. This will be
our 12th season

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

chairs, Risers, stage for 1 concert, piano rental
for two concerts

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 Yes No If Yes, what is requested?

Brochures, programs, Box office

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: \$15/20

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)

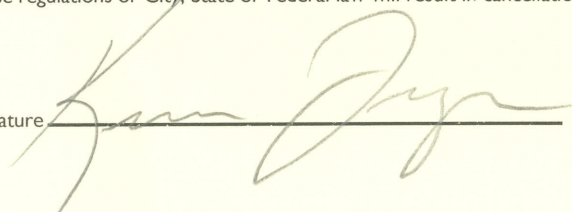
Does your group have a City of Brisbane License?: Yes

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

8/31/15