

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of October 7, 2013
Subject: Applications for Event Co-Sponsorship

RECOMMENDATION:

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

BACKGROUND:

Friends of the Brisbane Library will present their 10th concert season of Live at Mission Blue, which brings internationally acclaimed classical musicians to Mission Blue Center. Kevin Fryer, Live at Mission Blue Director will present four performances for the 2014 Chamber Concert Series. This year's performances are:

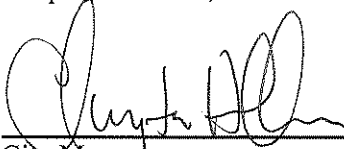
- Clerestory January 11, 2014
- Cypress String Quartet February 15, 2014
- Jarring Sounds March 22, 2014
- Agave Baroque April 12, 2014

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 \$9,042.32

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. Stages - \$475 per event
5. Lighting Technician - \$550 per event
6. Lighting Equipment Rental - \$700
7. Mailing Brochure to community - \$392.32
8. 10 Year Celebration - \$500
9. 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 – 4 events | \$1,725.00 |
| Lighting Technician - \$550 - per event – 4 events | \$2,200.00 |
| Lighting Equipment Rental - \$700 – 4 events | \$2,800.00 |
| Stages - \$475 – 3 events | 1,425.00 |
| 10 Year Anniversary Celebration – Caterer for light refreshments | \$500.00 |
| Postage to Mail Brochure | <u>\$392.32</u> |
| | \$9,042.32 |

CO-SPONSORSHIP EVENT APPLICATION

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

1. ORGANIZATION INFORMATION

Organization: Live at Mission Blue

Contact Person: Kevin Fryer

Day Phone: 650-219-4956

Evening Phone: _____

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) X

Buckeye Room (Carpeted Room): X

Lupine Room (Conference Room): X

Date and Time Requesting to Enter Facility:

1/11/14, 2/15/14, 3/22/14, 4/12/14

Date and Time Requesting to Leave Facility:

noon till 11 pm all dates

3. Event Information

Date: 1/11/14, 2/15/14, 3/22/14, 4/12/14 Day of Week: SAT. # of Co-sponsored events this year 4

Starting Time of Event: Access to the hall at noon Ending Time of Event: 11:00 pm

X Non Profit for Charity _____ For Profit _____ Fundraiser for Organization Use _____

120-160 Number attending under 18 years old: 10 18 - 20 years: 10 21+ years: 120

X Requesting Promotional Support

What is purpose of event: Live at Mission Blue brings internationally acclaimed classical musicians to Brisbane. In this, our 10th season, we will present: CleveStory, Cypress String Quartet, Tarring sounds, + Agave Baroque. We remain committed to bringing quality performances at low ticket prices to Brisbane.

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

chairs, risers - # 3
quest, 3 stages -

Televise Lecture: LiveStream -
1. LiveStream
2. celebrate 10 years
3. Talk about season

Will event require sound equipment? NO Sound Technician? _____

Will event require theatrical lighting equipment? yes Lighting Technician? yes

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

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 *Kem Day*

Date Sept 16, 2013