

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of September 19, 2011
Subject: Applications for Event Co-Sponsorship

RECOMMENDATION:

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

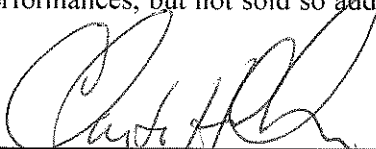
BACKGROUND:

The Friends of the Brisbane Library will present their 8th concert season of Live at Mission Blue, which brings classical music to Mission Blue Center. Kevin Fryer, Live at Mission Blue Director will present three performances for the 2012 Chamber Concert Series. The dates for the performances are January 14, February 18, and March 17, 2012. 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 \$5,778.98:

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. Staff time at Facility – 1 Staff member 10 Hours \$16.00 an hour; Additional staff member for set up and clean up 4 hours at \$16.00 an hour. \$224.00 Per event
4. Set up of Risers - \$575.00 per event
5. Lighting Technician - \$550.00 per event
6. Lighting Equipment Rental - \$450.00
7. Promotional Support – Staff time and use of copiers to print brochures for series and individual flyers.
8. Mailing Brochure to community - \$381.98
9. Box Office Support – Designing and Printing Tickets and sale of walk-in and mail in Ticket purchase.
10. Alcohol may be served at various performances, but not sold so additional insurance is not necessary.



City Manager

Event Costs for Three Performances

Staff time at Facility – 1 Staff member 10 Hours \$16.00 an hour; Additional staff member for set up and clean up 4 hours at \$16.00 an hour - \$224.00 Per event	\$672.00
Set up of Risers - \$575.00 per event	\$1,725.00
Lighting Technician - \$550.00 per event	\$1,650.00
Lighting Equipment Rental - \$450.00	\$1,350.00
Postage to Mail Brochure	<u>\$381.98</u>
	\$5,778.98

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 Fayer

Day Phone: 650-219-4956

Evening Phone: 650-219-4956

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)

Buckeye Room (Carpeted Room):

Lupine Room (Conference Room):

Date and Time Requesting to Enter Facility:

Jan 14, Feb 18, March 17, 2012 1:PM

Date and Time Requesting to Leave Facility:

Jan 14, Feb 18, March 17, 2012 11:PM

3. Event Information

Date: 1/14, 2/18, 3/17 Day of Week: Sat # of Co-sponsored events this year 3

Starting Time of Event: 1:PM Ending Time of Event: 11: PM

Non Profit for Charity For Profit Fundraiser for Organization Use

Number attending under 18 years old: _____ 18 - 20 years: _____ 21+ years: _____

Requesting Promotional Support

What is purpose of event: The three events will be over
8th concert season of Live at Mission Blue
which brings classical music to Mission
Blue Center. Ticket revenue raises funds
for FOBL which supports library programs.

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

Will event require sound equipment? NO Sound Technician? _____

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

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

Design & Printing of concert Brochures, Posters, &
Flyers

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

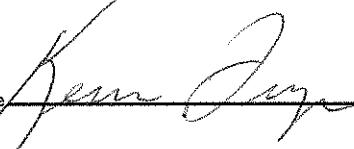
(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

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

Sept 14, 2011