

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of May 17, 2010
Subject: Applications for Event Co-Sponsorship

RECOMMENDATION:

Consider approval of the Brisbane Library as a co-sponsored performance presenting the film "Butterflies and Bulldozers: David Schooley, Fred Smith and the Fight for San Bruno Mountain by former residents Ann and Steve Dunskey.


BACKGROUND:

The Brisbane Library is sponsoring a film presentation of Butterflies and Bulldozers on Friday, July 16 at 7:30 pm as part of a free series of presentations for Brisbane citizens. Co-sponsorship is being requested to assist with cost of risers, screen rental and facility set up.

FISCAL IMPACT/FINANCING ISSUES:

For this event they request financial consideration for \$1,146.00:

1. Waiver of Deposit - if no damage there would be no loss of revenue.
2. Set up of risers - \$550.00
3. Rental of Screen - \$500.00
4. Staff time at Facility – 6 Hours \$16.00 an hour - \$96.00
5. Alcohol may be served, but not sold so additional insurance is not necessary.



City Manager

CO-SPONSORSHIP EVENT APPLICATION

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

1. ORGANIZATION INFORMATION

Organization: Brisbane Library

Contact Person: Stephen Rosenthal

Day Phone: 415-467-2060 x229

Evening Phone: _____

Address: 250 Visitacion Ave.

City of Residence*: _____ Zip _____

*(please provide proof of residence)

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: July 16, 2010 6:30 PM

Date and Time Requesting to Leave Facility: July 16, 2010 10:30 PM

3. Event Information

Date: July 16, 2010 Day of Week: Friday # of Co-sponsored events this year 2

Starting Time of Event : 7:30 PM Ending Time of Event: 10:30 PM

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

_____ Number attending under 18 years old: 25 18 - 20 years: 50 21+ years: 125 -50

__ Requesting Promotional Support

State in Detail Purpose of Event: Screening of the film *Butterflies & Bulldozers: David Schooley, Fred Smith and the Fight for San Bruno Mountain*, by former Brisbane residents Ann and Steve Dunsky. The filmmakers will be present for a post-film discussion and q & a.

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): Screen, risers, 250 chairs

What City equipment will be needed for this event? Please specify equipment: and intended use Screen, risers, 250 chairs

Will event require sound equipment? no 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
(If yes, a separate application must be completed.)

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 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 _____ Date _____