

# City of Brisbane

## Agenda Report

To: Honorable Mayor and City Council  
From: Clay Holstine, City Manager  
Date: Meeting of September 13, 2010  
Subject: Applications for Event Co-Sponsorship

### RECOMMENDATION:

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

### BACKGROUND:

BDW normally has their Silent Auction in November of every year. This year they are changing the event to a Holiday Arts and Crafts Fair. Arts and Crafts people from Brisbane and surrounding area will be selling their wares. Tables, chairs, house sound system to play holiday music, and hanging four of the stage curtains is all that event requires. Booth vendors will pay \$60 - \$75 to enter the fair. Alcohol will be served, but not sold. Food items will be sold.

### FISCAL IMPACT/FINANCING ISSUES:

For this event they request financial consideration for \$288.00:

1. Waiver of Deposit - if no damage there would be no loss of revenue.
2. Staff time at Facility – 1 Staff member 14 Hours \$16.00 an hour; Additional staff member for set up and clean up 4 hours at \$16.00 an hour. Total: \$288.00

  
\_\_\_\_\_  
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 Salmon

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## 2. FACILITY

Facility Requested: \_\_\_\_\_

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: \_\_\_\_\_

Date and Time Requesting to Leave Facility: \_\_\_\_\_

## 3. Event Information

Date: Dec. 11 - '10 Day of Week: Saturday # of Co-sponsored events this year 2

Starting Time of Event: 9 AM - set-up 11:00 Ending Time of Event: 6 pm - 9:30 for break down

Non Profit for Charity  For Profit  Fundraiser for Organization Use

Number attending under 18 years old: \_\_\_\_\_ 18 - 20 years: \_\_\_\_\_ 21+ years: \_\_\_\_\_

Requesting Promotional Support - Hope a Bunch!

What is purpose of event:

Holiday Arts & Crafts Fair

a fund raiser for BDW

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

We will use the long tables and possibly a few round tables - also asking to hang 4 curtains for sound.

Will event require sound equipment? yes

Sound Technician? NO

Will event require theatrical lighting equipment? NO

Lighting Technician? NO

Will event require promotional support?  Yes

No

If Yes, what is requested? \_\_\_\_\_

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