

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council

From: Clay Holstine, City Manager

Date: Meeting of November 4, 2013

Subject: Applications for Event Co-Sponsorship

RECOMMENDATION:

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


BACKGROUND:

BDW is once again organizing the 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 three of the stage curtains is all that event requires. Booth vendors will pay \$20 - \$75 to enter the fair. Alcohol will not be sold. Food items will be sold.

FISCAL IMPACT/FINANCING ISSUES:

There are no financial considerations for this event with the waiver of Deposit and 80/20 split of Admission Fee:

1. Waiver of Deposit - if no damage there would be no loss of revenue.
2. Waiver of 80/20 split of Admission Fee



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

Day Phone: 415-551-7990

Evening Phone: " 467-6698

Address: 325 So. Brown

City of Residence: Brisbane

Zip: 94005

2. FACILITY

Facility Requested: Mission Blue

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:

Fri - Dec. 13 - 5 - 7pm / Sat 12/14/13

Date and Time Requesting to Leave Facility:

Sat. 12/14/13 - 6pm

3. Event Information

Date: Dec-14 Day of Week: Sat. # of Co-sponsored events this year 2

Starting Time of Event: Fri 12/13/13 - 5-7pm Ending Time of Event: 12/13/13 - 7pm

Non Profit for Charity Sat 12/14/13 9-6 For Profit Fundraiser for Organization Use 12/14/13 - 6pm

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

Requesting Promotional Support

What is purpose of event: Fundraiser for B.D.W. Scholarships and production costs.

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

tables, chairs and three hung curtains

Will event require sound equipment?

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? sign boards

flyers in city hall & city needs

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: range 20⁰⁰ 75⁰⁰

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

10.16.13