

City of Brisbane Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of August 20, 2016
Subject: Applications for Event Co-Sponsorship of Brisbane Dance Workshop Annual Spring Performance

PURPOSE:

To support BDW's Spring Performance which may be enjoyed by all Brisbane residents.

RECOMMENDATION:

Consider approval of Brisbane Dance Workshop Annual Spring Performances as a co-sponsored event in the Mission Blue Center on May 14, 15, and 16, 2016. Also please note on the application, alcohol will be served but not sold, so therefore, a permit to sell alcohol is not required.

DISCUSSION:

EVENT: Brisbane Dance Workshop Annual Spring Performances


This event is a non-profit event. All proceeds go to the Brisbane Dance Workshop.

For this event they request:

- | | |
|--|-----------------|
| 1. Waiver of 80/20 Split | |
| 2. Waiver of Deposit - if no damage there would be no loss of revenue. | |
| 3. Staff Time at Facility – 62.5 hours at \$16.00 an hour | \$1,000.00 |
| 4. Staff time to make Signboards (2) \$32 a ½ hour x 1 hours | \$32.00 |
| 5. Set up of Risers | \$600.00 |
| 6. Hang Curtains | \$135.00 |
| 7. Lighting Company to provide Lighting equipment | \$1600.00 |
| 8. Lighting Technician | <u>\$800.00</u> |
| TOTAL | \$4,167.00 |

FISCAL IMPACT/FINANCING ISSUES:

Total cost of support for this event is \$4,167.00.



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
Day Phone: 650-576-7126
Evening Phone: 467-6698
Address: 325 San Bruno

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:
See Attached
Date and Time Requesting to Leave Facility:
See attached

3. Event Information

SEE ATTACHED - Performances May 5/14 & 15/16
Date: _____ Day of Week: _____ # of Co-sponsored events this year _____
Starting Time of Event: _____ Ending Time of Event: _____
_____ Non Profit for Charity _____ For Profit _____ Fundraiser for Organization Use
_____ Number attending under 18 years old: 25 18 - 20 years: 40 21+ years: 100+
 Requesting Promotional Support

What is purpose of event: Annual B.D.W. Performance

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

Will event require sound equipment? Sound Technician? will provide
Will event require theatrical lighting equipment? Lighting Technician? phæbus -
Will event require promotional support? Yes _____ No _____ If Yes, what is requested? STAR - City needs - sign boards

5. **ALCOHOLIC BEVERAGES***

Will alcoholic beverages be served? Yes No Sold? Yes No

- for Sat. May 14 - Evening Shows only

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:

\$ 5 to 10.00

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

Carroll [Signature]

Date

5/27/15

Brisbane Dance Workshop
 2016 - Mission Blue
 Rehearsal & Performance Needs.

To work
 within
 regularly
 sched. M.B.
 Established
 classes

April 30 - 2016	-	10:30 - NOON
May 2 -		2:00 - 4pm.
May 3 -		3:15 - 6:30pm
May 4 -		3:15 - 5:45
May 5		3:30 - 6:30
May 6		3:30 - 7:00

Sat May 7 - 10:15 - NOON

Mon May 9 - 2:00 - 6:30

Tues May 10 3:30 - 7:00

Wed May 11 3:30 - 10:00

May 13 3:30 - 10:00

Sat May 14 9AM - 10:00PM

Sun May 15 9AM - 6:30PM

• NOTE: ① Curtains hung by 2:00 - Monday - May 9

② Risers to be set before Thurs. May 12 3:30
 and before any child enters

③ xlights. to be set - on Thursday or Wed
 May 12 May 13. before
 x Depending on risers sched. as
 to if Wed or Thursday. 3:30