

City of Brisbane Agenda Report

To: Honorable Mayor and City Council
From: Noreen Leek, Recreation Manager
Subject: Application for Event Co-Sponsorship
Date: Meeting of January 17th, 2019

Recommendation:

Approve Brisbane Dance Workshop's Annual Spring Performance as a co-sponsored event.

Background:

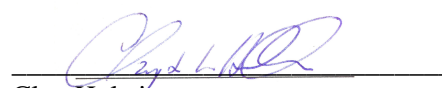
Founded in 1982, Brisbane Dance Workshop (BDW) is a non-profit organization established to provide creative and skill based performing arts learning to children 3 and older. BDW embraces a real challenge in teaching dance: to preserve the innocence, playfulness and creativity in a child while developing the more demanding technical and aesthetic aspect of the performing arts. BDW has staged over thirty original performance involving children and adults and offers a wide range of classes such as: Ballet, Modern, Hip Hop, Composition, Creative Movement, Irish, Acting, Voice, and Improvisation. BDW offers scholarships to students who participate in BDW classes as well as scholarships for students who have a proven record of dedication and wish to expand their learning experience outside Brisbane.

This year, their annual performance will be held on Saturday, May 18th and Sunday, May 19th. BDW is requesting use of Mission Blue for this event. They kindly request continued support from the City for the compensated use of Mission Blue as well as financial support for lighting and risers. They also request continued promotional support in the way of designing and printing programs, signboards, advertising in print publications and through social media as well as staff time for setting up the curtains.

Fiscal Impact:

The BDW Spring Performance qualifies under the Group II category for recreation facilities indoor use permits. Meeting the Group II requirements of being a resident non-profit with their event open to the general public qualifies them for free use of the facility and waives the deposit requirement. BDW is asking for financial consideration for this year's event in the amount of \$3,625 for set up of the risers as well as lighting and lighting technicians.


Noreen Leek
Recreation Manager


Clay Holstine
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: Amille Oliver Salmon
Day Phone: 650-576-7126
Evening Phone: 415-467-6698
Address: 325 San Bruno
1
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

Date: 5/10 & 5/19 Day of Week: SAT/SUN # of Co-sponsored events this year 2
Starting Time of Event: 9:30am Ending Time of Event: 10:30pm
____ 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: Annual BDW. Spring Performance -

Will you need special sitting, tables, chairs, risers, etc.? (Yes or No (please circle) Please explain if yes. _____
curtains
risers - chairs
tables for SAT evening & Sunday for luck

Will event require sound equipment? Sound Technician? NO
Will event require theatrical lighting equipment? Lighting Technician?
Will event require promotional support? Yes _____ No _____ If Yes, what is requested? _____

Programs
Sign Dances STAR

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 Yes No

Amount of Fee: between 10 & 20.00

Will there be sales of novelties or goods?:

Yes No Yes No


Will there be sales of food?:

(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 11/5/18

MISSION BLUE CENTER RESERVATION APPLICATION

BRISBANE PARKS & RECREATION DEPARTMENT
50 PARK PLACE, BRISBANE, CA 94005
FOR RESERVATIONS 415 / 508-2140
NON-EMERGENCY CITY ASSISTANCE 415 / 467-1212

ALL CHECK PAYMENTS MUST BE PAYABLE TO: CITY OF BRISBANE

1. CONTACT INFORMATION

Organization: Brisbane Dance Workshop

Applicant(s)/Responsible Party: Camille Olivier Salmon

Primary Phone: 650-576-7128 Secondary Phone: 415-467-6698
(please circle: cell / home / work) (please circle: cell / home / work)

Address: 325 San Bruno Ave

City*: Brisbane St CA Zip 94005 Home or Work
(please provide proof of residence) (please check home or work)

Email: brisbanedanceworkshop@gmail.com | Camosal51@yahoo.com

Day of Event Contact Person: Camille
(Contact person(s) must be present during set-up and clean-up times.)

Primary Phone: 650-576-7128 Secondary Phone: 415-467-6698

2. EVENT

- See Attachment (will be detailed in March 2019)

Entire Facility: Dance Floor: Carpeted Room: Conference Room:

Date: SEE back for comp. Dates Day of Week: _____

Starting Time (include time for set-up): _____

Ending Time (include time for clean up): SEE back

Number of Organizers: _____

Number attending under 18 years old: _____ 18 & over: _____

3. State purpose of use or type of activity (meeting, wedding/reception, birthday party, bar mitzvah, fundraising, etc.)

Annual BDW Performance

4. Describe the set up for your event (please be specific: food service, music/entertainment, musical instruments, sound amplifications, special signs, tents, booths, barbecues, stoves, games, etc.)

- Rehearsals and Performances
- Risers - chairs
- curtains
- curtains in conference room
- tables for Sat. May 18 and all tables outside for May 19 / (see other side)

POT Luck

5. ALCOHOLIC BEVERAGES*

Will alcoholic beverages be served? (please circle one) Yes No *only served for gala*
If yes, times alcohol will be served: start time _____ end time _____

Will alcoholic beverages be sold? (please circle one) Yes No *Sat. May 18-*

If selling alcohol, has your group obtained an Alcoholic Beverage Permit? Yes No
(If yes, please attach a copy of 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 to be charged.

7pm-9:30

6. ADMISSION FEES AND SALES*

Will there be an admission fee or booth fee?: Yes No

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 / 508-2140)

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. Contact Brisbane Parks & Recreation Department for more information.

7. I have read and understand the Rental of Indoor City Facilities Policy and Procedure 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 forfeiture of all fees paid for the event.

[Signature]
Applicant's Signature

11/5/18
Date

OFFICE USE ONLY

Received By: _____

Date: _____

Permit Number: _____

Permit Issued Date: _____

Cancellation - Date: _____

Deposit: Amount: \$ _____

Date Paid: _____

Cr Card / Cash / Ck#: _____

Paid By: _____

Fee: Amount: \$ _____

Date Paid: _____

Cr Card / Cash / Ck#: _____

Paid By: _____

Business Lic. Req'd: Yes # No

County Health Permit: Yes # No

ABC License Req'd: Yes # No

Insurance:

Personal: Carrier: _____

Policy#: _____

Exp. Date: _____

City: Cert #: _____

Date Issued: _____

Amount: \$ _____

Cr Card / Cash / Ck#: _____

Paid By: _____