



CITY COUNCIL AGENDA REPORT Meeting

Date: 4/4/2019

From: Noreen Leek, Recreation Manager

Subject: Application for event cosponsorship

Community Goal/Result

Community Building

Purpose

Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

Recommendation

Approve BDW Holiday Arts and Crafts Fair Fundraiser 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 performances 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.

Discussion

BDW strives to create holiday cheer for all by hosting their annual Arts & Crafts Fair at the Mission Blue Center. They coordinate over 30 artists & makers to host booths to sell their handmade items and provide live music throughout the day for eventgoers. They also operate a concessions stand and photo studio for Santa photos. This event is open to people of all ages and helps to support the mission of the Brisbane Dance Workshop. They kindly request continued support from the City for the compensated use of Mission Blue, waiver of insurance requirement, facility staff time, and assistance promoting the event to the community.

Fiscal Impact

The BDW Arts & Crafts Fair 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

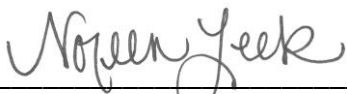
open to the general public qualifies them for free use of the facility and waives the deposit requirement. BDW is asking for the additional waiver of the insurance requirement and facility attendant staff time.

Measure of Success

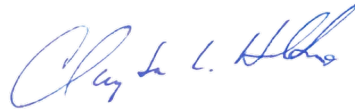
Support from the City results in a successful event by the organization.

Attachments

1. Cosponsorship Application



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 / Crafts Fair
Contact Person: CAMILLE OLIVIER-SALMON
Day Phone: cell: 650-576-7126 Evening Phone: 415-467-6698
Address: 325 San BRUNO
City of Residence*: BRISBANE Zip 94005

*(please provide proof of residence)

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: * 12/13 & 14/2019 Fri & Sat.
Date and Time Requesting to Leave Facility: 12/13/19 - 5:30 8pm 12/14/19 8AM - 6:30pm

3. Event Information

Date: *12/13 & 12/14/19 Day of Week: Fri - 5:30 - 8pm Sat 8-6:30 # of Co-sponsored events this year 2
Starting Time of Event: 10Am Ending Time of Event: 6:00pm
 Non Profit for Charity For Profit Fundraiser for Organization Use
Number attending under 18 years old: _____ 18 - 20 years: _____ 21+ years: _____
 Requesting Promotional Support

State in Detail Purpose of Event: - Annual fundraiser for BDW.

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): _____

all tables -
BDW will have banner outside
kitchen to store food items

What City equipment will be needed for this event? Please specify equipment: and intended use _____

sound - & some lights

Why is this needed: _____

sound for background music
lights for ambience -

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: 75⁰⁰

Will there be sales of novelties or goods?:

Yes No

- vendes -

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

2-28-19

OFFICE USE ONLY

Received By: Noreen Leek

Date: 3/2/2019

Date Appl'n Approved: 3/2/19

Title: REC. MGR.

Copies: _____

Custodian - Date: _____

Police - Date: _____

Fire - Date: _____

Is any group being displaced? N/A

If so, which group? _____

of Co-sponsored events this calendar year? 2

Promotional Support? Yes No Waived

Additional Lighting: Yes No Waived

Lighting Technician: Yes No Waived

Additional Sound: Yes No Waived

Sound Technician: Yes No Waived

Facility Use Charge -

80/20 Split Yes Waived

Other fee? Yes Waived

Charge for Staffing cost for extended use of facility Yes Waived

Deposit: Amount: \$ _____

Yes Date Paid: _____ Waived

Ck # / M.O. # / Cash: _____

Event Insurance: By City By Event Organizer

City: _____ Cert #: _____

Date Issued: _____

Amount: \$ _____

Date Paid: _____

Ck#/M.O.#/Cash: _____

If selling alcohol additional insurance purchased?

By City By Event Organizer

Alcoholic Beverage Permit obtained?

Yes # _____ No _____

Business License

Yes # _____ No _____

County Health Permit:

Yes # _____ No

5.26.2010