

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of September 18, 2014
Subject: Applications for Event Co-Sponsorship

RECOMMENDATION:

Consider approval of Friends of the Brisbane Library Chamber Concert Series as a co-sponsored event.

BACKGROUND:

Friends of the Brisbane Library will present their 11th concert season of Live at Mission Blue, which brings internationally acclaimed classical musicians to Mission Blue Center. Kevin Fryer, Live at Mission Blue Director will present four performances for the 2015 Chamber Concert Series and one School Program. This year's performances are:

- Musa School Program January 15
- Musa January 17, 2015
- Masters of Baroque February 14, 2015
- Kitka March 7, 2015
- The Lee Trio April 4, 2015

Funds raised from the series will be used by the Friends of the Brisbane Library to support library programs.

FISCAL IMPACT/FINANCING ISSUES:

For this event they request financial consideration for \$11,015.00

1. Waiver of Deposit for use of Mission Blue Center - if no damage there would be no loss of revenue.
2. Waiver of 80/20 Split as this is a fundraiser for the Friends
3. Set up of Risers - \$625 per event
4. Stages - \$475 per event
5. Lighting Technician - \$600 per event
6. Lighting Equipment Rental - \$900
7. Mailing Brochure to community - 415.00
8. Opening Celebration - \$500
9. Alcohol may be served at various performances, but not sold so additional insurance is not necessary.



City Manager

Event Costs for Four Performances

Set up of Risers - \$625 per event – 4 events	\$2,500.00
Lighting Technician - \$625 - per event – 4 events	\$2,500.00
Lighting Equipment Rental - \$900 – 4 events	\$3,600.00
Stages - \$500 – 1 events	\$500.00
Opening Celebration – Caterer for light refreshments	\$500.00
Postage to Mail Brochure	\$415.00
Grand Piano	<u>\$900.00</u>
	\$10,915.00

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005
415 - 657-4320

1. ORGANIZATION INFORMATION

Organization: Live at Mission Blue

Contact Person: Kevin Fryer

Day Phone: 650-219-4956

Evening Phone: Same

Address: 414 Swallowtail Ct

City of Residence: Brisbane

Zip: 94005

2. FACILITY

Facility Requested: Mission Blue Center

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:

1/15/15 8 AM - 3 PM

Date and Time Requesting to Leave Facility:

1/17/15, 2/14/15, 3/7/15, 4/4/15
1 PM - 11:00 PM

3. Event Information

Date: 1/15, 1/17, 2/14, 3/7, 4/4 Thursday, & Saturdays
Day of Week: Thurs, Sat # of Co-sponsored events this year 5

Starting Time of Event: 8 AM - 3 PM Ending Time of Event: _____

Non Profit for Charity For Profit Fundraiser for Organization Use

Number attending under 18 years old: 5-10 18 - 20 years: 5-10 21+ years: 120-150

Requesting Promotional Support

What is purpose of event: Live at Mission Blue's 11th Season
1/15 Musa school Program 1/17 Musa concert
2/14 "Masters of the Baroque" Blumenstock, Kim, Dornerburg
3/7 Kitka
4/4 The Lee Trio

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

Chairs + Risers

Will event require sound equipment? NO

Sound Technician? NO

Will event require theatrical lighting equipment? yes

Lighting Technician? yes

Will event require promotional support? Yes No If Yes, what is requested? _____

Season Brochures, community sign board, Brisbane store

5. ALCOHOLIC BEVERAGES*

Will alcoholic beverages be served? Yes No

If yes, times alcohol will be served: start time 10:00 pm end time 10:45 pm

Will alcoholic beverages be sold? Yes No

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.

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] Sept 9, 2015
Applicant's Signature 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: _____