

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Clay Holstine, City Manager
Date: Meeting of February 10, 2010
Subject: Applications for Event Co-Sponsorship

RECOMMENDATION:

Consider approval of the Brisbane Library as a co-sponsored performance presenting Chanson du Soir, classical guitar and vocal duet, in the Mission Blue Center, March 26, 2010.

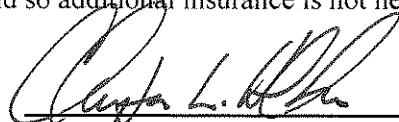
BACKGROUND:

The Brisbane Library is sponsoring a free concert featuring Chanson du Soir, a classical guitar and vocal duet, to promote library services, provide a library service to the greatest number of people possible, enrich people's lives through the enjoyment of live music in an acoustically ideal environment, build a sense of community through shared experience, and express gratitude to the people of Brisbane for their financial support of the annual Live at Mission Blue Concert series (the main fundraising effort of the Friends of the Brisbane Library, the organization that augments and enhances library programs for all to enjoy.) This event is a non-profit event. No Admission Fee will be charged.

FISCAL IMPACT/FINANCING ISSUES:

For this event they request financial consideration for \$2,154.00:

1. Waiver of Deposit - if no damage there would be no loss of revenue.
2. Set up of risers - \$550.00
3. Lighting Equipment Set Up - \$375.00
4. Lighting Technician - \$500.00
5. Stage for performance - \$500.00
6. Promotional Support – Staff time and use of city copiers – Includes printing of flyers sign boards and articles in city newsletters. \$37.00
7. Staff time at Facility – 12 Hours \$16.00 an hour - \$162.00
8. Alcohol may be served, but not sold so additional insurance is not necessary.



City Manager

CO-SPONSORSHIP EVENT APPLICATION

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

1. ORGANIZATION INFORMATION

Organization: Brisbane Library

Contact Person: Stephen Rosenthal and Carine Risley

Day Phone: 415- 467-2060 x229 Evening Phone: _____

Address: 250 Visitacion Ave.

City of Residence*: _____ Zip _____

*(please provide proof of residence)

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: Friday, March 26, 6:30 PM

Date and Time Requesting to Leave Facility: Friday, March 26, 10:30 PM

3. Event Information

Date: March 26, 2010 Day of Week: Friday # of Co-sponsored events this year 1

Starting Time of Event : 7:30 PM Ending Time of Event: 10:30 PM

Non Profit for Charity _____ For Profit _____ Fundraiser for Organization Use

_____ Number attending under 18 years old: 10 18 - 20 years: 15 21+ years: 100+

Requesting Promotional Support

State in Detail Purpose of Event: A free concert featuring Chanson du Soir that will promote the library's services, provide a library service to the greatest number of people possible (in the much larger Mission Blue space), enrich people's lives through the enjoyment of live music in an acoustically ideal environment, build a sense of community through shared experience, and express gratitude to the people of Brisbane for their financial support of the annual Live at Mission Blue concert series (the main fundraising effort of the Friends of Brisbane Library, the organization that augments and enhances library programs for all to enjoy).

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): Classical guitar and vocal duet, 125+ chairs, stage, risers and lighting, 2-3 tables for wine and cheese reception following the concert.

What City equipment will be needed for this event? Please specify equipment: and intended use risers, stage and lighting

Why is this needed: To enhance the viewing and listening pleasure of the audience through improved sight lines and add a more professional presence to this concert.

Will event require sound equipment? No Sound Technician? No

Please specify equipment needed and intended use of equipment: Stage for performers and risers for audience seating _____

Will event require theatrical lighting equipment? Yes Lighting Technician? Yes

Please specify equipment needed and intended use of equipment: Lighting similar to that used for Live At Mission Blue Concerts

Will event require promotional support? _____ Yes X No
(If yes, a separate application must be completed.)

5. ALCOHOLIC BEVERAGES*

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

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.

6. ADMISSION FEES AND SALES*

Will there be an admission fee or booth fee?: Yes No X Amount of Fee: _____

Will there be sales of novelties or goods?: Yes No X

Will there be sales of food?: Yes No X

(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 _____